

Speaker & AV run of show

Minute-by-minute cue sheet · 12 columns · worked example: the opening keynote

EVENT [Event name]	ROOM [Main ballroom]	DATE [Day, date]	SHOW CALLER [Name · radio channel]	VERSION [v1 · last updated]
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The editable Excel version calculates every duration from the clock times. This PDF shows the worked example from our guide: jshay.events/conference-agenda-templates-free

Cue	Clock	Duration	Segment	On stage	Action	Audio	Video & graphics	Lighting	Camera / IMAG	Stage manager notes	Owner
1	8:30 AM	20:00	Doors open	—	House open. Ushers fill the front rows first.	Walk-in playlist at 60%	Walk-in loop: welcome and sponsor slides	House full, stage wash	Wide shot for the record	Doors on time, even if the room is empty.	Show caller
2	8:50 AM	2:00	Voice of God	VOG (offstage)	"Please take your seats. We begin in five minutes."	VOG mic live, playlist under	Hold welcome slide	—	—	Warning: opening sequence in two minutes.	A1
3	8:52 AM	2:00	Walk-in music down	—	Room settles.	Fade playlist over 10 seconds	Hold welcome slide	—	—	Standby lighting and video.	A1
4	8:54 AM	1:00	House to half	—	Cue for seats.	—	—	House to half, stage to full	—		L1
5	8:55 AM	1:00	Host welcome	VP Marketing (enters stage right)	60-second welcome that tees up the video.	Mic 1 (handheld) live	Host lower third	Host special	IMAG camera 1 on host	Host exits stage right as the video rolls.	Stage manager
6	8:56 AM	2:14	Opening video	—	Roll opening video (2:14).	Video audio to PA; mic 1 off	Play opening video	House to black	—	Standby CEO walk-on.	V1
7	8:58:14 AM	39:46	CEO walk-on	CEO (enters stage left)	Keynote begins.	Walk-on sting; mic 2 (lav) live	Presenter deck live; confidence monitor on	Stage full, podium special	IMAG camera 1	Clicker handed at the wing.	Show caller
8	9:38 AM	5:00	Audience Q&A	CEO + aisle mics	Five minutes of questions.	Aisle mics 3 and 4 live	Q&A slide	House to half	Camera 2 on aisle mics	Runner holds the final question card.	Stage manager
9	9:43 AM	1:00	Wrap cue	CEO	Two-minute signal.	—	Confidence monitor: 2 MIN	—	—	Stage manager shows the wrap card.	Stage manager
10	9:44 AM	1:00	Next-session slide	—	Close the keynote.	Walk-out music up	Next-session slide	House to full	Wide shot		V1
11	9:45 AM	0:30	Speaker exits stage left	—	Keynote ends.	Mic 2 off	Hold next-session slide	—	—	Next presenter on deck at stage left.	Stage manager
12	9:45:30 AM		Product roadmap session	VP Product	General session begins.	Mic 3 (lav) live	Deck 2 live	Stage full	IMAG camera 1		Show caller

Crew & contacts

Role	Name	Mobile	Radio	Call time	Notes
Show caller	[Name]	[Mobile]	[Ch. 1]	[Call time]	Owens the live run of show. All changes go through this person.
Stage manager	[Name]	[Mobile]	[Ch. 1]	[Call time]	Talent on and off stage, wrap signals.
A1 · audio	[Name]	[Mobile]	[Ch. 2]	[Call time]	
V1 · video & playback	[Name]	[Mobile]	[Ch. 2]	[Call time]	
L1 · lighting	[Name]	[Mobile]	[Ch. 2]	[Call time]	
Graphics operator	[Name]	[Mobile]	[Ch. 2]	[Call time]	Decks, lower thirds, confidence monitor.
Camera operators	[Names]	[Mobile]	[Ch. 2]	[Call time]	
Speaker wrangler	[Name]	[Mobile]	[Ch. 3]	[Call time]	Green room, mic fittings, walk to stage.
Client lead	[Name]	[Mobile]	[Ch. 3]	[Call time]	Approves any content change on the day.
Venue AV contact	[Name]	[Mobile]	[Ch. 4]	[Call time]	Power, house lights, rigging.

Cue-calling guide

Term	What it means
Warning	Called about a minute before a cue so operators can get ready.
Standby	Called seconds before a cue. Operators confirm they are ready.
GO	The action itself. Always the last word the show caller says.
VOG	Voice of God: the unseen announcer.
House to half	House lights dim to about half. The cue for people to take their seats.
IMAG	Image magnification: live camera close-ups on the big screens.
Confidence monitor	A screen facing the stage showing the presenter's next slide and a timer.
Lower third	An on-screen graphic with a speaker's name and title.
Walk-in / walk-out music	Music that plays while people enter and leave the room.

Who owns this document: one named show caller runs the live version, usually your production partner. Everyone else sends changes to them.

Want someone to pressure-test the timing? That's our favorite kind of homework. [Talk to the J.Shay Events team](#).