



TheMHS Learning Network Inc  
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## SAMPLE RUNNING SHEET – *Example Only*

RUNNING SHEETS FOR WEDNESDAY (date)

At (Venue)

### OPENING CEREMONY

TIME	WHO & WHAT	COMMENTS
8.15am	Mz Lyrikal Mind Explosion (Hip Hop Band) arrive at 8.15am.	If possible, set up at back of stage to save time
8.30am	Award winners & finalists begin arriving, put up their posters; then move to Auditorium to reserved seating at front; 2 local committee members will be at front of seating and will usher winners to their seats	Posters are put up by all finalists in You Yangs Hall Reserved seating at front of John Batman Theatre
8.30am	Dignitaries arrive via main entrance of MECC Joy Murphy, Aboriginal Elder Senator Brett Mason, Commonwealth Parliamentary Secretary for Health The Hon. Lisa Neville, Victorian Minister for Mental Health	Roger, Lynne and Doug to meet dignitaries at main entrance of Melbourne Convention Centre. Usher Joy Murphy, Lisa Neville to centre stage and Brett Mason to a table at the side of the stage in Auditorium for signing the certificates, if not already signed.
8.45am	Official start: Margaret to MC on behalf of local committee  Margaret introduces Aboriginal elder Joy Murphy for Welcome to Country	On stage are Lisa Neville, Brett Mason, Margaret Goding, Tom Trauer & Lynne Dunbar, Joy Murphy Douglas Holmes, Roger Gurr seated either on stage or in front row seats.
8.55 am	Welcome to Victoria from Victorian Minister for Mental Health	The Hon. Lisa Neville
9.05 am	Mz Lyrikal Mind Explosion performance	Need to be set up ready at back of stage



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9.20am	Lynne Dunbar welcomes on behalf of TheMHS	Lynne – chairperson of TheMHS
9.25am	<p>Awards Ceremony begins:          Roger chairs ceremony, (description of award winners and finalists read out).          Roger introduces Brett Mason who talks for 5 - 10 minutes, before presenting the awards. Doug or Lynne hands certificate/s to dignitary.</p> <p>Certificates handed out by Brett Mason; photographer takes photos as awards are handed out. Try to position photos with flowers or banner in background.</p>	<p>Roger, Lynne, Doug, Brett Mason on stage</p> <p>The 2 local committee members are with finalists at front of auditorium, near front of stage.</p> <p>The 2 local committee members have list of winners &amp; finalists, and prepare each group to be ready to walk up onto stage, as previous group begin to leave stage</p> <p>Photographer is on stage</p>
9.55am	Award Ceremony finishes: Award winners, dignitary, Lynne Dunbar, Douglas Holmes, Roger Gurr, 2 local committee members, photographer move off stage to morning tea for winners & finalists	Morning tea for winners & finalists –for more photo opportunities – in You Yangs Hall with their posters.
10.00am	Keynote Address: Til Wykes – introduced and chaired by Tom Trauer	on stage: Til Wykes, chairperson
10.55am	Housekeeping announcements: Vivienne Miller	

#### Participants:

- Roger Gurr, Chair of Awards Committee; member TheMHS Management Committee, Sydney
- Lynne Dunbar, Deputy Chair Awards Committee; Chair TheMHS Management Committee, Sydney
- Douglas Holmes, Coordinator Awards Committee; member TheMHS Management Committee, Sydney
- Vivienne Miller, TheMHS Management Committee
- Margaret Goding, Convenor Local Organising Committee for TheMHS 2007, Melbourne
- Tom Trauer, Convenor, Program Committee, Local Organising Committee
- Joy Murphy, Aboriginal Elder, Melbourne
- Senator Brett Mason, Parliamentary Secretary, Commonwealth Department of Health and Aging
- The Hon. Lisa Neville, Victorian Government Minister for Mental Health
- Mz Lyrikal Mind Explosion, Indigenous Hip Hop band