

Developing an Agenda or “Run of Show”

	Participant Agenda	Run of Show
Audience	Participants	Hosts, facilitators, and support staff
Detail Level	High-level overview of topics and a general idea of timing.	Operational details for facilitation within each topic, with detailed timing for each subtopic or activity.
Purpose	Inform participants of the meeting’s focus, flow, and goals or objectives.	Details for managing the event, including clarifying roles and responsibilities for starting, pausing, and stopping the recording and the other support staff roles (chat monitoring, waiting room admission, tech support questions, breakout rooms, etc.).
Content	Meeting access information (links to the meeting and/or collaboration platforms, including dial-in information for the meeting), goals or objectives, topics, session times and/or lengths, and speaker names.	Timing, cues, and responsibilities. For each agenda topic, include: <ul style="list-style-type: none"> • Which speakers to pin or spotlight. • When and how breakout rooms will be created. • Who will share the screen/have screen control. • Links to meeting materials to drop in the chat. • Support role responsibilities.
Timeline	Distribute to attendees before and at the start of the meeting, along with meeting invitations and other prep material.	Develop during internal planning and event management and save in a shared location.

Sample Agenda Items, 60 Minutes

- Greetings/introductions (5 minutes)
- Housekeeping/meeting guidelines (5 minutes)
 - This may take longer if the group has never met before or this is the first in a series. Allow members to help establish guidelines if appropriate for the type of meeting.
- Icebreaker (5 minutes)
- Level setting (10 minutes)
 - Review participant decisions or results from prior meetings, share necessary context, guidelines, or definitions/decisions made outside of meeting; allow time for reflection.
- Large or small group activities (20 minutes)
 - Allow time for co-working, discussing, reporting, and/or reflecting.
- Large group reporting and reflection (10 minutes)
 - Participant insights or questions.
- Closing remarks/next steps (5 minutes)
 - Action items and assignments.
 - Dates and times for the next meeting or other opportunities.
 - Remind participants about any post-event evaluation.