Sample

**Synopsis:** Barney the Dinosaur will visit campus on August 23, 2017 to speak with the UA Dino Awareness Council about issues facing modern day dinosaurs and dinosaur impersonators.

**Guest Speaker Timeline:** 8/23/17

8:00 a.m. – Pick-Up

Jane Smith will pick up Barney from the Birmingham airport. She will drive a vehicle from Fleet Services.

9:30 a.m. – Check-In

Jane will help Barney check in to Hotel Capstone. Barney will rest until he meets with group members for lunch.

12:30 p.m. – Meet and Greet

John Smith will pick up Barney in his own car and drive Barney to the Ferguson Center for lunch in the Anderson room with the DAC executive board. Lunch will be catered by Bama Dining. Barney will meet and greet with the e-board and discuss the event that night, reviewing the most relevant topics to cover in his speech.

2:30 p.m. – Campus Tour

Ashley Jones will give Barney a walking tour of campus.

4:30 p.m. – Speaking Event

Ashley and Barney will go to 303 Graves Hall to prepare for the event. Barney will stay in the adjacent green room (304 Graves Hall) until the event starts.

5:00 p.m. – Audience Meet and Greet

Barney will greet audience members as they enter and mingle with the crowd. Audience members must have previously reserved tickets through EventBrite. DAC members Ian Harrison, Katie Andrews, Brittney Johnson, and Jack Robertson will check tickets and give audience members blue wristbands. All DAC members will wear custom nametags for identification. Only audience members with wristbands will be allowed re-entry.

5:45 p.m. – Lecture

DAC President Oliver Daniels will introduce Barney and give an opening statement about the flow of the event and behavioral expectations of the audience. Barney will speak about dinosaur impersonation for about 45 minutes.

6:30 p.m. – Q&A

Barney will conclude his lecture and open questions to the audience.

7:00 p.m. – Conclusion

Oliver will thank Barney and escort him outside to be taken to his hotel by Jane.