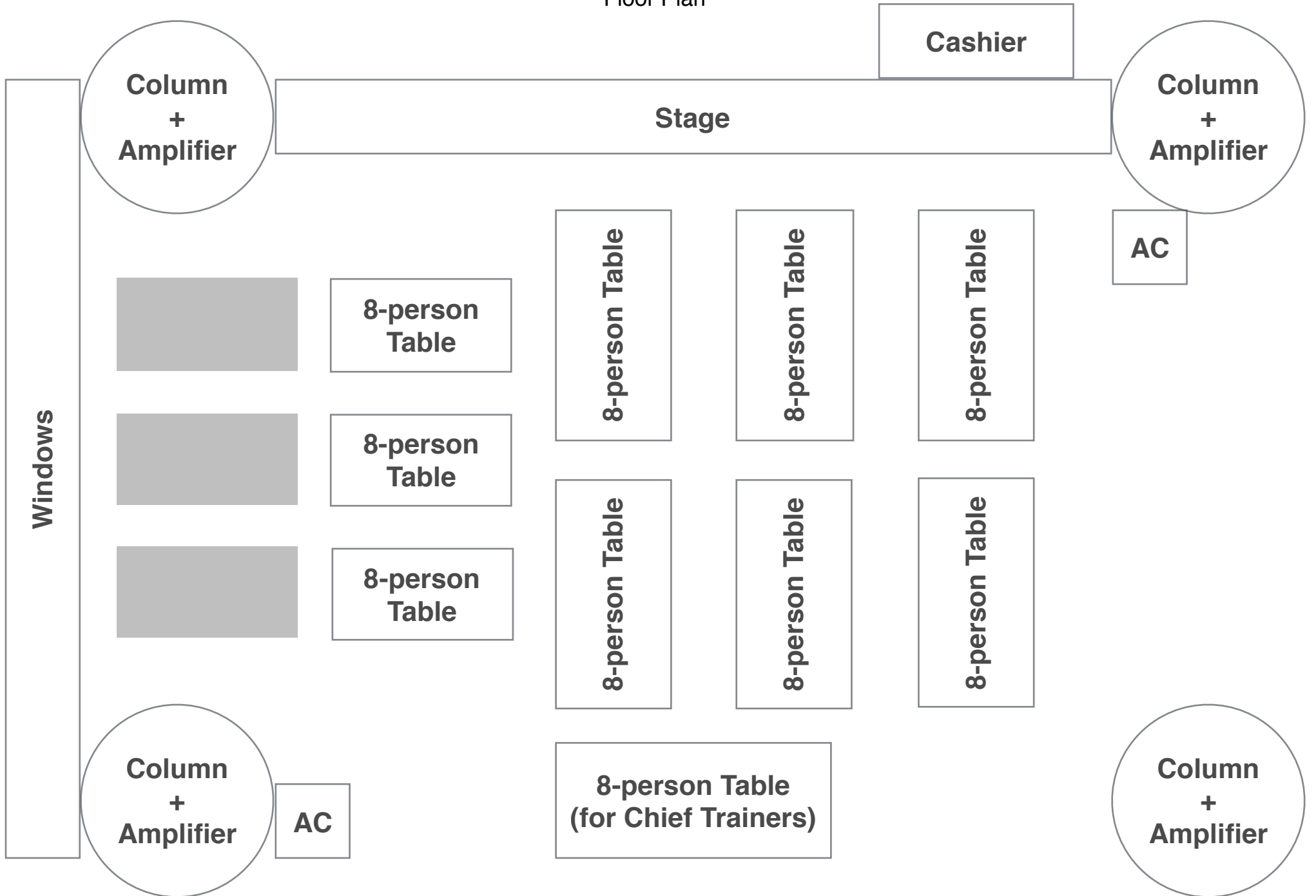


Rundown

Time	Duration	Activity	PIC	Task Required	Standby
1130–1200	30 mins	Venue Setup	Cecilia Madeline Annie	<ul style="list-style-type: none"> • Take photo of original setting to ensure venue restoration • Decorate with twisted balloons, folded flowers • Setup 8-person tables and chairs (see floor plan) • Setup microphones and amplifiers • Ensure the food is ready • Stick lucky draw papers under chairs • Each coach keeps their portion of folding papers for each table • Kindly ask if diners nearby would like to move to other places 	-
1200 Party Commences					
1200–1204	4 mins	Members Get Seated	Cecilia Madeline Annie	<ul style="list-style-type: none"> • Direct members to their tables • Ensure the chair with the sticker is taken 	Timothy
1204–1205	1 min	Welcoming Remarks by MC	Timothy	-	-
1205–1250	45 mins	Lunch		<ul style="list-style-type: none"> • Join the lunch 	Madeline standby at 1240
1250 Finish Lunch and Start Activities					
1250–1302	12 mins	Chinese Lily Folding	Madeline	<ul style="list-style-type: none"> • Each coach distribute folding papers • Teach members of their own table 	Ivan
1302–1314	12 mins	Valentine Rose Folding	Ivan	<ul style="list-style-type: none"> • Each coach teach members of their own table • Final soundcheck and prepare background track • Distribute lyrics cards 	Jennifer, Ivan, Timothy (introduce performers)
1314–1324	10 mins	Music Performance by Jennifer and Ivan	Ivan	-	Timothy
1324–1334	10 mins	Balloon Twisting and/or Magic Performance by Timothy	Timothy	-	-
1334–1349	15 mins	Lucky Draw (2 Rounds)		<ul style="list-style-type: none"> • Help clarify the rules if necessary 	-
1349–1350	1 min	Closing Remarks by MC		-	-
1350 Party Concludes					
1350–1400	10 mins	Clean Up	Timothy	<ul style="list-style-type: none"> • Restore venue to original setting 	-

Floor Plan



Cashier

Column
+
Amplifier

Column
+
Amplifier

Stage

AC

Windows

8-person
Table

8-person
Table

8-person
Table

8-person
Table

8-person
Table

8-person
Table

8-person
Table

8-person
Table

8-person
Table

8-person Table
(for Chief Trainers)

Column
+
Amplifier

AC

Column
+
Amplifier