Catwalk4Power event at *[Venue……]*

[Time and date of show]

Venue address	
Venue Contact (Name, phone, email)	
Catwalk4Power contact(s) (Name, phone, email)	
Other joint partner contacts (Name, phone, email)	
Venue access arrangements	*[e.g. from what time does the group have access and to how many rooms/areas?]*
Technical	*[e.g. DJ details? Arrangements for sound and lighting? Will there be a projection?]*

2:30pm (14:30)	*Film crew arrive.*
3:00pm (15:00)	*Arrival of Catwalk models, coordinators, and make-up artists* *Arrival of assistants. Early preparations begin.*
3:30pm (15:30)	*Refreshments available in Room 'X' (tea and coffee).*
4:00pm (16:00)	*Buffet dinner served in Room 'X'.*
5:30pm (17:30)	*Run through of show and a group rehearsal, plus technical aspects are checked in the 'Main Performance Room'.*
6:30pm (18:30)	*Clear performance room area. Prepare women to de dressed, styled, and in make-up. Stage director/producer and assistant(s) see to final room preparations.*
7:00pm (19:00)	*Audience arrive. Start looped projection and music.* *Meanwhile, all Catwalkers are re-assembling for a final pep-talk before heading to the performance area.*
7:15pm (19:15)	*MC runs through her final check with stage director and assembled Catwalkers.*
7:30pm (19:30)	***Show starts!*** *C4P producer announces for audience to take their seats and also states* ***'no photo / video'*** *rules. Producer then asks the audience to welcome the MC.* *MC warms up the crowd with a hearty welcome and banter with the audience. She asks the audience to make lots of noise for the Catwalk4Power women and their special guests.* *The MC invites the first VIP/keynote speaker, having introduced this person's achievements and their role within the HIV sector or local community.*

7:40pm (19:40)	*MC thanks the VIP speaker and introduces a second speaker with ties closer to the project event (e.g. this could be a project coordinator or sponsor).*
7:50pm (19:50)	*MC thanks the second speaker and then introduces a couple of Catwalk4Power women. They briefly discuss their roles within the group as workshop facilitators and catwalk strutters.*
8:00pm (20:00)	*MC introduces a spoken word performance by some of the Catwalk4Power women. Women read poetry.*
8:05pm (20:05)	*MC introduces the 'Letter to HIV' segment. One or two women read letters they have written to the virus.*
8:10pm (20:10)	*MC introduces a theatrical work from one of the theatre workshops. A scene written by Catwalk4Power women is performed by three or four members.* *[Allow extra time if translators are there to interpret language(s) or to sign).*
8:15pm (20:15)	***MUSIC STARTS!*** *MC gets the crowd energised and cheering. She introduces the women one-by-one, saying their name and a sentence about their life or achievements (as previously given by the woman being introduced). Women strut the length or circuit of the catwalk and then exit, one after the other.*
8:30pm (20:30)	*All women are now backstage. The MC makes one final introduction and the women come out one-by-one again, but all remain on stage this time.* *Coordinators thank the audience and all the contributors who supported their journey.* *Music is played again. Confetti canons are let off.* *Catwalk4Power women get the audience up to dance and everyone celebrates with a party.*
8:45pm (20:45)	*The show is over but party continues…*
??:??	*Venue is cleared as per arrangements with venue management.*