

## RUN SHEET 16 July 2024

**Event:** Qantas Flight Launch Reception

**Date/Time:** Tuesday 16 July 2024, 18h30-21h30

**Venue:** HOM Residence

**Purpose:** Cocktail reception to celebrate the Perth-Paris flight launch

**Host:** Qantas and Ambassador Gillian Bird

**Event lead:** s 22(1)(a)(ii)

**Other Embassy attendees:**

- Security: s 22(1)(a)(ii)
- s 22(1)(a)(ii) (Welcome on L7)
- s 22(1)(a)(ii) (Tina Arena escort)
- s 22(1)(a)(ii) (David Williams escort)
- s 22(1)(a)(ii) (Media)
- s 22(1)(a)(ii) (AM Gorman)
- Welcomers: s 22(1)(a)(ii)
- Lift escorts: s 22(1)(a)(ii)

**Run Sheet:**

Time	Description	Staff responsible
14:00	AV arrive onsite to set up	s 22(1)(a)(ii) s 47F
14:30	Channel 9 TBC – Security briefing with Megan	s 22(1)(a)(ii) Megan Anderson s 22(1)(a)(ii)
14:30	Qantas Events/PR onsite for set-up <ul style="list-style-type: none"> <li>• Media wall set-up at entry</li> <li>• Service bars</li> <li>• Qantas gift bags x 150 prep (Qantas)</li> </ul>	s 22(1)(a)(ii) s 22(1)(a)(ii)
17:00	Arrival onsite: Wait staff (10x Recrutop) 4x Cabin Crew London PR team Photographer	s 22(1)(a)(ii) s 22(1)(a)(ii) s 47F
17:00	Tina Arena to arrive onsite <ul style="list-style-type: none"> <li>• To be escorted to Ministerial Suite</li> </ul>	s 22(1)(a)(ii)
17:00	David Williams to arrive onsite <ul style="list-style-type: none"> <li>• To be escorted to residence bathroom (next to Ministerial Suite)</li> </ul>	s 22(1)(a)(ii)
17:15	Tina Arena sound check	s 22(1)(a)(ii)
17:30	David Williams sound check	s 22(1)(a)(ii) David Williams
18:00	Welcome Sunrise and Channel 9 (TBC) crew to drop off their gear in s 47F office (use service lift)	s 22(1)(a)(ii)

18:00-18:15	Phillipa Harrison (TA) to record brief video Other media/photos on terrace (kangaroos, cabin crew)	s 22(1)(a)(ii)
18:15	Standby for guest arrival <ul style="list-style-type: none"> <li>• Media wall out front of Embassy</li> <li>• Security / bag and ID check</li> <li>• Guest registration</li> </ul>	s 22(1)(a)(ii)
18:25	Ambassador Bird and Qantas rep (TBD) in place to welcome guests in HOM Res	s 22(1)(a)(ii) backup, if HOM not back in time
18:30	Begin taking guests up to Level 7, DHOM Megan Anderson stationed downstairs ready to greet AM Gorman	s 22(1)(a)(ii)
18:45	AM Gorman to be met by DHOM Megan Anderson in HOM Foyer and escorted up in HOM Lift	Megan Anderson s 22(1)(a)(ii)
19:15	MC Danielle Keighery (Qantas Chief Corporate Affairs and Communications Officer) to introduce begin formalities and invite the following to speak: <ul style="list-style-type: none"> <li>• Ambassador Gillian Bird and introduce;</li> <li>• AM Patrick Gorman</li> </ul> MC Danielle Keighery to introduce David Williams digeridoo performance	s 22(1)(a)(ii)
19:20	David Williams digeridoo performance	s 22(1)(a)(ii)
19:25	Formalities continue, assisted by MC: <ul style="list-style-type: none"> <li>• Vanessa Hudson, Qantas Group CEO</li> <li>• Pip Harrison, TA Managing Director</li> <li>• Stephanie Underwood, TWA Acting Manager to Director</li> </ul>	
19:35	MC to close formalities and introduce Tina Arena	
19:30	Tina Arena to perform (3 tracks)	s 22(1)(a)(ii)
21:15	Escort Sunrise and Channel 9 (TBC) to collect their gear and set up on Balcony	s 22(1)(a)(ii)
21:30	Reception continues and concludes at 21:30 <ul style="list-style-type: none"> <li>• Gift bags distributed by Promo Team</li> <li>• Transfers to hotel for Qantas Media</li> </ul>	
21:30	Sunrise and Channel 9 (TBC) ready to go live	s 22(1)(a)(ii) s 22(1)(a)(ii)
21:45	Pack down	s 22(1)(a)(ii) s 47F
22:30	Sunrise and Channel 9 (TBC) live concludes Media is escorted down	s 22(1)(a)(ii)

**Post event:**

Weds 17/7 9h30	Furniture moved back into place	s 22(1)(a)(ii) s 47F s 22(1)(a)(ii)
Weds 17/7 12h00	Carpet cleaning	s 22(1)(a)(ii) s 47F s 22(1)(a)(ii)