CORPORATE & ERG PLANNER KIT

Example Running Orders

Two sample timelines to plan around. Every show is shaped with you, and the final run of show is confirmed in writing.

60-minute Pride Month or ERG session

30 min before	Bella arrives, changes in a private room and does a quick sound check with your AV contact.
0:00	Welcome from your host or ERG lead.
0:03	Bella's entrance and opening number.
0:10	Hello and icebreaker. Bella warms up the room.
0:15	Main segment: a Drag 101 talk, Drag Trivia or Drag Bingo.
0:45	Questions from the room, hosted by Bella.
0:55	Closing number and thank-yous.
1:00	Photos with Bella.

Evening party or holiday celebration

Before doors	Bella arrives, changes and sound checks.
Doors	Bella greets guests and mingles.
+0:30	Bella opens the night and introduces your welcome remarks.
+0:40	First performance set.
+0:55	Hosted game: Drag Bingo or Drag Trivia with prizes.
+1:30	Awards, raffle or shout-outs, hosted by Bella.
+1:40	Finale number.
+1:45	Photos and goodbyes.

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Planning Checklist

Tick these off and your event runs itself. Send what you have with your enquiry and we'll help with the rest.

Space & tech

- [ ] A microphone, wireless if possible, and a sound system
- [ ] A way to play music: a phone or laptop connection to the speakers
- [ ] A private room to change, close to the performance space, with a mirror
- [ ] A stage or a clear performance area
- [ ] Virtual events: a host login and a tech check beforehand

Timings

- [ ] Arrival time for setup and sound check
- [ ] Start time and length of each segment
- [ ] Any hard stops: meetings, venue close or catering

Content & audience

- [ ] Who's in the room: size, mix and whether it's all ages
- [ ] Anything to avoid: topics, songs or language
- [ ] Names to know: speakers, award winners, guests of honor
- [ ] Your photo and video policy

Building & admin

- [ ] Insurance details for your building or venue. Bella is fully insured and can provide them.
- [ ] Building access: security list, ID and check-in desk
- [ ] Parking or drop-off, and the load-in route
- [ ] Your vendor or purchase order steps
- [ ] One point of contact on the day, with a mobile number

PITCHED TO YOUR ROOM

Workplace-appropriate by default. Tell us who will be in the room and anything to steer clear of, and Bella shapes the show to match, from all-ages and office-friendly to a little more after-dark.