**SEMA Week 2019**

**Run of Show**

**November 4 – November 7, 2019**

**As of 10.24.19**

**Monday November 4, 2019**

12:00 PM – 2:15 PM **Open NABC Board Meeting**

 **Westgate Las Vegas Resort & Casino**

 **Conference Rooms 7 & 8**

2:30 PM – 5:00 PM **Closed Board Meeting (Board Members Only)**

**Tuesday, November 5, 2019**

8:00 AM – 5:00 PM **CIC Meetings During the Day**

2:00 PM GEICO NABC Recycled Rides – Bill G to attend

8:00 PM RR Vehicles arrive at Westgate so we need a group to help receive and stage vehicles for the following day gifting event

**Wednesday, November 6, 2019**

7:30 AM **Red Carpet Awards Breakfast**

* NABC Awards Presented

10:00 AM **Five Vehicles**

 **Progressive/Enterprise/Hertz/GEICO/State Farmx2**

 **Caliber/Gerber X 2/Service King/CARSTAR**

 Move vehicles into place in key areas around peninsula – two on each side and one in front, families and partners seated by cars

 **Westgate Las Vegas Resort & Casino**

 **Paradise Event Center**

 Staffing: driver, director

 Set up per task list

10:30 AM AV/Lighting walk-through

11 AM Rehearsal with all presenters

 Check-in tables/volunteers set up/screens on/materials on tables

11:30 AM Board briefing/assignments

11:45 a.m. Show ready/video highlights on screen/Emcee ready to welcome guests

Noon Doors open

 Lunch buffet open

 Emcee – Karl Champley -- on stage to direct guests – down front on peninsula

 Emcee introduces Darren Huggins to offer brief opening remarks on NABC, event

12:20 p.m. Emcee welcomes the Greater Nevada Detachment 186, Marine Corps League to present colors

 Introduces Dave Jochman, chaplain, to offer blessing

12:22 p.m. Emcee introduces Jimmie Ross to sing the anthem

12:25 p.m. Emcee introduces Russ Thrall for Hall of Eagles presentation

12:40 p.m. Emcee thanks Hall of Eagles, transitions to NABC™ F.R.E.E.™ program, introduces George Avery

12:41 p.m. George Avery presents NABC F.R.E.E. award to Margaret Keith

12:44 p.m. Emcee introduces Doug Schlueter, Linda Sulkala and Kevin Creegan – Doug provides overview of NABC™ Recycled Rides®

12:47 p.m. Linda introduces Terry Lindemann, executive director of Family Promise of Las Vegas, to provide overview of organization

* Highlights each family as they are presented at the car – family name on screen

12:54 p.m. Emcee kicks to car #1, board member with family for presentation

* Emcee announces donor, repair partner and supporting partners
* Family Promise provides recipient overview
* NABC ambassador Kristle Bollans, family, repairer and donor positioned by the car
* 413N19 -- 2018 Chevy Malibu – Hertz -- Service King
* Chris Feliz and Amanda Holland
* Ambassador passes keys to donor, repairer and recipient, passes mic to the recipient for comment

1:01 p.m. Emcee kicks to car #2, board member with family for presentation

* Emcee announces donor, repair partner and supporting partners
* Family Promise provides recipient overview
* NABC ambassador, family, repairer and donor positioned by the car
* 411VN19 -- 2017 Toyota Corolla – GEICO -- Gerber Collision
* Recipient TBD
* Ambassador passes keys to donor, repairer and recipient, passes mic to the recipient for comment

1:08 p.m. Emcee kicks to car #3, board member with family for presentation

* Emcee announces donor, repair partner and supporting partners
* Family Promise provides recipient overview
* NABC ambassador, family, repairer and donor positioned by the car
* 410NV19 -- 2018 Ford Fusion -- Enterprise -- CARSTAR CollisionMasters
* Recipients Jeremy Davis and Naomi Jenkins
* Ambassador passes keys to donor, repairer and recipient, passes mic to the recipient for comment

1:15 p.m. Emcee kicks to car #4, board member with family for presentation

* Emcee announces donor, repair partner and supporting partners
* Family Promise provides recipient overview
* NABC ambassador, family, repairer and donor positioned by the car
* 409NV19 -- 2017 Nissan Altima -- State Farm -- Gerber Collision
* Felicia Houston
* Ambassador passes keys to donor, repairer and recipient, passes mic to the recipient for comment

1:22 p.m. Emcee kicks to car #5, board member with family for presentation

* Emcee announces donor, repair partner and supporting partners
* Family Promise provides recipient overview
* NABC ambassador, family, repairer and donor positioned by the car
* 408NV19 -- 2018 Honda Civic -- Progressive -- Caliber Collision
* Recipient Janata Gibson
* Ambassador passes keys to donor, repairer and recipient, passes mic to the recipient for comment

1:29 p.m. Emcee recognizes previous gifting with photos and recipient on stage

* Family Promise introduces recipient, passes mic to recipient for comment
* 2014 Toyota Corolla – Allstate -- Service King – Grass Valley
* Recipient Ma’Lia Ashe-Wiggins

1:32 p.m. Emcee goes to Darren Huggins and Bill Garoutte, who reinforce value of program, recognizes partners

1:35 p.m. Emcee counts down unveiling – all cars at same time – confetti cannons fires

1:38 p.m. Emcee asks guests, recipients to post for photos, thanks guests, opens floor for interviews at each car

1:40 p.m. Bill Garoutte thanks guests for attending and their support

1:40 p.m. One-on-one interviews at each car

1:40 p.m. Breakdown begins

1:50p.m. Event wraps

2 p.m. Cars moved, items packed

**3:00 PM – 5:00 PM NABC Annual Meeting – Board Elections**

 **Westgate Las Vegas Resort & Casino**

 **Conference Rooms 11 - 13**

9:00 PM 5 recipients come to pick up cars

 Staffing: Welcome at entrance

 Escort to vehicles

 Drivers (min 2) to move vehicles to exit

**Key Contacts**

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