

RUN OF SHOW AND MC SCRIPT

- **Conference Line: 401-283-4377, Pin: 99536**
- [Pre-Live Instructions](#)
- [Roles and Links](#) - To be added at a later date.
- Before going live, open participant boxes on the side of your screen so you can see how many participants are attending. You can use this to shout out how many participants we have.
- Open chat box as well as Slack channel: [#livesessions](#)
- **MKT: Will turn her own camera off/ AO will turn it on**

Producer/Host	Heidi	Provides all major cues on conference line/ensures everyone completes their jobs from pre-live until webinar is ended.
Co-Host	Adriana	Runs the show/controls speaker cameras and sound (mute/unmute)/ ensures recording is in progress/ensures interpreter is operational
	Adriana	Shares screen "Pre-live" and "Thank you" slides/controls music/controls pre-recorded videos and slide presentations
MC	Madeleine	Is camera facing and runs leads the audience through the show/introduces speakers etc
Chat Admin	Rocio	Runs the chat/posts pertinent links/fields questions/Pretend speaker or eyes during practices
Timekeeper	Mary	Keeps time during production/communicates with speakers/Pretend speaker or eyes during practice/Texting all time checks to MKT
Keynote	Dr. Yeatman	Gives keynote address No pr

Eyes		Eyes during event
Ian Hughes		

TIME	Run of Show	MC Script	Technical Notes
12:00	STAFF arrives	See Pre-Show Instructions -Check profile pictures, backgrounds, name -Test audience view -Test video, image and audio sharing -Test spotlighting -Hide non-video participants	HEIDI to lead pre-live preparations with help of MKT / AO IAN H will serve as participant eyes
12:15	SPEAKERS arrive	Remind GUEST SPEAKERS: - to keep video off and self muted until they receive an invitation -to silence cell and computer notifications - MKT : Expect time reminders from TIMEKEEPER in Personal Chat through Zoom. But also consider putting up a timer on your screen so you can see how much time has passed. -Suggested online timer: https://timer.onlineclock.net (Ensure that timer is muted and just counting down so alarm doesn't go off. If unsure how to do that, just keep an eye on the Messages to see times). MKT TO DR. YEATMAN: <ul style="list-style-type: none"> • TEST SLIDES - Ask for preview of the last slide so we can be ready for timing on Q&A • Ask about his kids/his favorite book • Share run of show 	MARY to confirm all GUEST SPEAKERS arrived by 12:15 MKT turns off camera and sound

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12:25	Waiting slides	Run welcome slides with quotes and music (5 min)	<p>AO shares Pre-Live Image & starts music</p> <p>AUDIENCE allowed into webinar</p>
12:30		Slides come down, MKT comes up	<p>AO fades intro music out</p> <p>AO requests MKT turn video/audio ON</p>
12:31	MKT welcome / intro 5 min)	<p>Hello everyone. Welcome! I am Madeleine Thakur, CEO of The Children’s Movement of Florida.</p> <p>I’m so excited to welcome you to our 4th Annual ReadingPals Conference & Celebration!</p> <p>Most of you already know The Children’s Movement: we are the state’s leading voice on early childhood: championing the policies and investments that help each child thrive in their first five years... that means supporting high-quality early learning opportunities, health care access, and parent support.</p> <p>And that means ReadingPals, our statewide early literacy and mentoring initiative, providing meaningful opportunities for volunteers to support young readers who need extra help.</p>	<p>ADRIANA stops sharing slides</p> <p>MKT looks at audience size</p> <p>ROCIO shares link to ReadingPals landing</p>

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		<p>This program exists because of the vision and generosity of Carol, Barney and Wesley Barnett. Their family’s support has allowed us to offer ReadingPals in 15 Florida regions for the last 13 school years.... all of this, of course, in partnership with United Ways, Early Learning Coalitions, Big Brothers Big Sisters, and other partners across the state who lead ReadingPals in their communities.</p> <p>As we begin this year’s conference, I remember that 646 of you joined us live last year. Today, we already have “###” of you with us, with more joining as we speak!</p> <p>We have quite a diverse audience today: Volunteers, teachers, parents, local leaders, partners, supporters and even some folks eager to learn from our keynote speaker who are hearing about ReadingPals for the first time!</p> <p>We’re thankful for you making the time to come together to learn and to celebrate another successful year.</p> <p>Let me share a few housekeeping items before we get started:</p> <ul style="list-style-type: none"> ● We are recording this conference. All of today’s material will be available after the fact if you want to share or listen again. ● We will make good use of the chat today and hope you will, too. Why don’t we have everyone introduce themselves there right now. Please tell us who you are and where you’re watching from. Or which ReadingPals program you’re involved with. ● If you want to join the conversation on social media, use the hashtag #ReadingPals, which you’ll see in the chat. 	<p>page: https://www.childrensmovementflorida.org/community-engagement/readingpals</p> <p>ROCIO shares “Use #ReadingPals on social media to join the conversation”</p>

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		<ul style="list-style-type: none"> Finally, if you'd like to collect a certificate for one hour of in-service, please email info@childrensmovementflorida.org. The email is also listed in the chat. <p>Ok, so here's how the next 75 or so minutes will go:</p> <ul style="list-style-type: none"> First, I'll share some brief ReadingPals highlights from the last school year Then I'll introduce Dr. Jason Yeatman, our keynote speaker on the Brain Science of Reading We'll have some brief time for Q&A - so please share your questions in the Q&A feature here in Zoom as we go. And finally, we'll celebrate two of our regional partners, including a special spotlight video for our fastest-growing program. <p>Let's get right to it!</p>	
12:36	MKT RP Presentation	<p>RP Presentation begins (5 min)</p> <p>SLIDES (cues per slide in yellow)</p> <p>Let me start by sharing a bit more about ReadingPals...</p> <p>Since the beginning, this program has been about more than just early literacy skills... yes, we focus on improving students' vocabulary and understanding of the fundamental building blocks of early literacy. But we also know that a consistent relationship with a mentor contributes to building confidence and self-awareness, and the joyful experiences with books help to develop a love of reading.</p> <p>Our model is simple.</p>	<p>AO cues up SLIDES</p>

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		<p>Volunteers are recruited, screened and trained each year, and students who could use some extra help are selected by their teachers. Mentors and students are paired (mostly 1:1 but sometimes 1:2, particularly in the younger years), and they meet for an hour a week during the school year. Each program provides a curriculum to work during the weekly sessions (that's books to read and learning games to play), and all children in the program receive books for their home libraries - at least 12 books a year!</p> <p>Our model is manageable for volunteers.</p> <p>A quick thank you to the more than one thousand of you who completed the volunteer survey this year. One volunteer noted that this program is perfect given her demanding job - allowing her to be consistent in mentoring, without requiring a ton of time.</p> <p>So many more of you talked about being involved in the community and making a difference.</p> <p>During the 2024–2025 school year, more than 1,500 volunteers were paired with nearly 3,000 students across 20 Florida counties. 45,708 books went home with ReadingPals students to build their home libraries.</p> <p>You can also see here that more than three quarters of our volunteers plan to return for another year. (In fact, more than 40 volunteers across the state have been with the program for more than 10 years!) That consistency is key.</p> <p>And this could be YOU! If you're not yet a volunteer, check out the link in the chat to see where the closest ReadingPals program is to you.</p>	

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		<p>Our tagline is “Mentor to Make a Difference,” and volunteers consistently share what a difference this has made for them. One volunteer says simply that spending this time in the classroom has helped reinforce how reading matters for very young children. Another talks about how stumbling blocks can become building blocks with the right support.</p> <p>These building blocks give us the opportunity now to transition to learn from our keynote speaker. We do have a special treat for you today... (SLIDES DOWN)</p>	
12:41	MKT Introduces Keynote	<p>It is now my distinct pleasure to introduce Dr. Jason Yeatman, an associate professor at Stanford University with appointments in the department of psychology, in the graduate school of education, and in pediatrics at the med school. He is also director of Stanford’s Brain and Education Lab.</p> <p>I’ll tell you just three things about him as I know you’re eager to hear from him:</p> <ol style="list-style-type: none"> 1. He spends his days studying the neurobiology of literacy - how does the brain learn to read - so that he can design literacy intervention programs that work. 2. He has small children at home, so - admittedly, I’m guessing here - he experiments on them, too.... 3. His favorite book as a child was _____. <p>Dr. Yeatman, we’re thrilled to welcome you, virtually, to Florida today. The floor is yours.</p>	<p>AO hides slides \ AO turns ON YEATMAN video/audio</p> <p>MKT turns her video/audio OFF</p>

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12:42	KEYNOTE	"The Brain Science of Reading" (45 min) (Yeatman will run his own slides)	
1:27	MKT returns for Q&A	<p>Q&A (7 min)</p> <p>TBC questions from the Q&A feature</p> <p>STOP THIS Q&A by 1:30pm LATEST</p> <p>MKT ask Yeatman for final thoughts for transition</p> <p>Alternatively, if Yeatman or Q&A session is quiet/"lingering", MKT can say something like "I think we have time for one more question, otherwise thank you Dr. Yeatman for an insightful and compelling presentation."</p>	AO cues MKT to turn her video/audio ON YEATMAN stays ON
1:28	Award # 1 Intro	<p>Please join me one more time in thanking Dr. Yeatman for that fascinating presentation.</p> <p>Now it's time to turn back to ReadingPals and our celebration.</p> <p>First up, we want to share our 2025 program spotlight video. We chose to highlight United Way of Broward County—our fastest growing program. With 159 active volunteers this year serving just shy of 200 students, this marks an increase in volunteers of 46% in three years, and an increase of 52% in terms of students paired with mentors.</p>	AO turns OFF YEATMAN audio/video

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		Let's take a closer look at all they do...	
1:29	Spotlight video/Award 1	AWARD #1 Fastest Growing Program - CJ Yancy, United Way of Broward County (5 min)	AO cues video
1:35	Commentary	Video commentary (1 min) That's pretty sweet. May we all have such big dreams! Mentor to Make a Difference, as we always say...	AO hides video AO cues MKT to turn her video/audio ON
1:36	Award # 2 intro	Award # 2 intro (1 min) Next up, I'd like to recognize our standout coordinator for the 2024-2025 school year. This is someone who has orbited ReadingPals since the	

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		<p>beginning... she was working as a school-based coach at Purcell Elementary 13 years ago when she got to see volunteers going into the classroom that very first year... she got to see how motivated the children were from that experience. After retiring from the school district, Ruthie Teets is now completing her very first year as the ReadingPals coordinator in Polk County - the heart of ReadingPals, where this all got started.</p> <p>Please join me in congratulating our standout coordinator of the year.</p> <p>Ruthie, thank you for your dedication to your local community, for your commitment to this program, and for answering the call to join us in Tallahassee and make sure ReadingPals was present during Children's Day at the Capitol.</p> <p>Ruthie, let me now turn the floor to you for two minutes. - transition cue</p>	<p>AO turns ON RUTHIE video/audio</p>
1:37	Award # 2	<p>Ruthie Teets, United Way of Central FL (2 min) Transition: Thank you so much Ruthie!</p>	<p>MKT turns her video/audio OFF</p>
1:39	MKT/Closing	<p>CLOSING (3 minutes)</p> <p>Thank you, Ruthie, and thank you to all the ReadingPals coordinators who make this magic possible all across our state.</p> <p>And with that, we are out of time.</p> <ul style="list-style-type: none"> Remember, that you can obtain a certificate of participation for 1 hour of in-service by emailing info@childrensmovementflorida.org 	<p>AO Cues MKT to turn video/audio ON</p> <p>AO turns OFF RUTHIE video/ audio</p>

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		<ul style="list-style-type: none"> • We hope many of you will return as volunteers next year, or become ReadingPals for the first time. • In the meantime, we invite you to join us every other week for a Zoom gathering on progress and possibility in early learning that we call The Future Call. (Unlike today's conference, these are Zoom meetings, where we gather and see each other's faces and share ideas.) • And of course, we hope you'll follow us on social media and keep the conversation going year round! <p>Thank you SLIDE</p>	
1:41		Thank you slide	AO Cue thank you slide
1:42		END WEBINAR	AO stops recording Ends Webinar

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