**Example MLB First Pitch Festival Timetable – 15 minutes per station, morning session**

|  |  |  |
| --- | --- | --- |
| **Time** | **Duration** | **Activity** |
| **PRE-EVENT** | | | |
| 7.00 AM |  | Event Team Arrives |
| 8.15 AM | 15 mins | Volunteers Arrive |
| 8.30 AM | 15 mins | Volunteer Briefing – Event Support |
| Volunteer Briefing – Activity Station Volunteers |
| 8.45 AM | 15 mins | Activity Stations and Registration Desk Set-Up |
| **ARRIVALS AND REGISTRATION** | | | |
| 9.30 AM | 20 mins | Arrival and Registration |
| 9.50 AM | 10 mins | Welcome and Intro to the Day by Event Host |
| **ACTIVITIES BEGIN** | | | |
| 10.00 AM | 15 mins | Rotation 1 |
| 10.15 AM | 5 mins | Break/Rotate |
| 10.20 AM | 15 mins | Rotation 2 |
| 10.35 AM | 5 mins | Break/Rotate |
| 10.40 AM | 15 mins | Rotation 3 |
| 10.55 AM | 5 mins | Break/Rotate |
| 11.00 AM | 15 mins | Rotation 4 |
| 11.15 AM | 5 mins | Break/Rotate |
| 11.20 AM | 15 mins | Rotation 5 |
| **ACTIVITIES CONCLUDE** | | | |
| 11.35 PM | 15 mins | Closing remarks and Thank Yous |
| By 11.55 AM |  | Session Concludes and Participants Depart |
| 12.15 PM |  | Activity Stations are cleared of equipment  Volunteers Depart |

**Example MLB First Pitch Festival Timetable – 20 minutes per station, morning session**

|  |  |  |
| --- | --- | --- |
| **Time** | **Duration** | **Activity** |
| **PRE-EVENT** | | | |
| 7.00 AM |  | Event Team Arrives |
| 8.15 AM | 15 mins | Volunteers Arrive |
| 8.30 AM | 15 mins | Volunteer Briefing – Event Support |
| Volunteer Briefing – Activity Station Volunteers |
| 8.45 AM | 15 mins | Activity Stations and Registration Desk Set-Up |
| **ARRIVALS AND REGISTRATION** | | | |
| 9.30 AM | 20 mins | Arrival and Registration |
| 9.50 AM | 10 mins | Welcome and Intro to the Day by Event Host |
| **ACTIVITIES BEGIN** | | | |
| 10.00 AM | 20 mins | Rotation 1 |
| 10.20 AM | 5 mins | Break/Rotate |
| 10.25 AM | 20 mins | Rotation 2 |
| 10.45 AM | 5 mins | Break/Rotate |
| 10.50 AM | 20 mins | Rotation 3 |
| 11.10 AM | 5 mins | Break/Rotate |
| 11.15 AM | 20 mins | Rotation 4 |
| 11.35 AM | 5 mins | Break/Rotate |
| 11.55 AM | 20 mins | Rotation 5 |
| **ACTIVITIES CONCLUDE** | | | |
| 12.00 PM | 15 mins | Closing remarks and Thank Yous |
| By 12.15 PM |  | Session Concludes and Participants Depart |
| 12.30 PM |  | Activity Stations are cleared of equipment  Volunteers Depart |