

Mater Foundation Christmas Breakfast 2017 Run Sheet

Event Manager: Jessica Langham

2IC & Stage Manager: Katherine Cooley

TIME	Schedule	Who?	General Notes (Venue and AV)	MC Notes
5:30am	<p>Jess Langham and Kat Cooley to arrive onsite</p> <p>Gully's Garden to arrive onsite</p> <p>Jess Langham to brief BCEC</p> <p>Kat Cooley to take flowers out of the water</p>	<p>Jess Langham</p> <p>Gully's Garden</p>		
5:45am	<p>Av rehearsals commence</p> <p>Vocal Manoeuvres arrive on site</p> <p>Kat Cooley to greet Vocal Manoeuvres and prepare for rehearsals</p> <p>Jess Langham to provide AV with music for breakfast</p>	<p>BCEC AV</p> <p>Vocal</p> <p>Manoeuvres</p> <p>Kat Cooley</p> <p>Jess Langham</p>	<p>Jess Langham to commence general AV testing and briefing</p> <ul style="list-style-type: none"> • Sound check all microphones (radio x 9, lapel mic, lectern) • Sound check music (via phone) • Sound check HAPPY Song • Run through PPT x 2 • Lighting Check • Zerner Video • Yosemite Trek Video 	

6:00am	<p>AV rehearsals</p> <p>Volunteers arrive on site. Assist with alphabetising name tags & ordering place cards tables.</p> <p>Jess Langham to greet volunteers</p> <p>Volunteers to set up name tags</p>	<p>Vocal</p> <p>Manoeuvres</p> <p>Volunteers</p> <p>Kat Cooley</p> <p>Jess Langham</p>	<p>Kat Cooley to manage Vocal</p> <p>Manoeuvres sound checks and rehearsals</p>	
6:20am	<p>AV rehearsals to conclude</p> <p>Volunteers to light centrepiece candles, turn on Christmas Tree lights.</p>	<p>Volunteers</p> <p>Jess Langham</p> <p>Kat Cooley</p>		
6:30am	<p>Volunteers at stations</p>	<p>Volunteers</p>		
6:45 am	<p>Guests to start arriving</p>			
6.50am	<p>Kat Cooley to ensure Vocal Manoeuvres are on stage and ready to start at 6:55am.</p> <p>Kat Cooley to make sure all special guests have arrived</p>	<p>Kat Cooley</p> <p>Vocal</p> <p>Manoeuvres</p>		

	Jess Langham to collect Sidonie's phone.			
6.55 am (20 mins)	Doors Open and guest to be ushered inside Vocal Manoeuvres to commence performance	Volunteers Jess Langham Kat Cooley Vocal Manoeuvres	BCEC AV <ul style="list-style-type: none"> Play slide 1 – Holding Slide Vocal Manoeuvres to perform – 9 wireless radio mics & grand piano 	
7.15 am (5 mins)	Kat Cooley to make sure Sr Catherine Reuter is side of stage	Lesley Ray Kat Cooley Jess Langham Sr Catherine Reuter	BCEC AV <ul style="list-style-type: none"> Lesley on lectern Mic Play slide 2 – Lesley Ray 	<p>Ladies and gentlemen, the lovely Alison Rogers and the wonderful Vocal Manoeuvres, back with us again. Thank you so much for getting us all into the Christmas spirit for what is our very special thank you breakfast. Please join me in showing our appreciation for Vocal Manoeuvres.</p> <p>Good morning and a very warm welcome to Mater Foundation's Christmas Breakfast.</p> <p>My name is Lesley Ray from Mater Foundation, and on behalf of Phil Hennessy, our Chairman and Nigel Harris our Chief Executive Officer, it truly is a pleasure to be in your company this morning. It's been a great privilege for us to partner with you in 2017 and we hope you enjoy our special morning together.</p> <p>In keeping with the spirit of Reconciliation, I acknowledge the traditional owners of the land on which we are meeting today, and the important role Indigenous people continue to play within the Mater community.</p>

I want to acknowledge the company of:

Sr Catherine Royter, Congregation Leader, Members of the Congregation Leadership Team and Sisters of Mercy Brisbane

Sr Sandra Lupi, Deputy Chair Mercy Partners and members of Mercy Partners Council

Richard Marzaleck, Deputy Chair Holy Cross Laundry

Brian Flannery, Chair, Mater Misericordiae Ltd and Directors of the Board

Dr Shane Kelly, Group Chief Executive Officer and Mater Group Executives

Prof John Prins, Chief Executive Officer and Director, Mater Research

Donna Bonney, Chief Executive Officer, Mater Education

Directors of Mater Foundation and Nigel Harris

Former CEOs of Mater, Dr John O'Donnell and Sr Angela Mary

Councillor Kate Richards, Councillor for Pullenvale Ward – a very warm welcome to you all.

Ladies and gentlemen, as Christmas approaches and another year comes to a close, we reflect on the past year and on those who have helped to shape our work in a most significant way. That is you, our loyal supporters and this is our way to say thank you for your generosity.

In the short time we have together this morning it's impossible for us to share all that you've done throughout the year, but know that each and every one of you has played a significant role in providing support for exceptional healthcare, education and world-leading research at Mater. Thank you again.

				I now invite Sister Catherine Royter to say the opening prayer.
7.20 am (5 mins)	<p>Sister Catherine Reuter to say opening prayer</p> <p>Jess Langham to check in with BCEC F&B</p>	<p>Sr Catherine Reuter</p> <p>Jess Langham</p>	<p>BCEC AV</p> <ul style="list-style-type: none"> • Sr Catherine Reuter Lectern Mic • Play slide 3 – Sr Catherine Reuter <p>BCEC F&B</p> <ul style="list-style-type: none"> • Breakfast served (table 4,5,6,7 first in that order, then from front to back) • No food to be served until Sr Catherine Reuter has said grace. <p>****F&B service minimized for noise levels</p>	
7.25 am (30min)		Lesley Ray	<p>BCEC AV</p> <ul style="list-style-type: none"> • Lesley on Lectern Mic • Play slide 4– Holding Slide • Commence playing soft Christmas Instrumental music via iPhone once Lesley has finished. 	<p>Thank you Sister Cath. We're so pleased that you and members of the Congregation Leadership Team and Sisters of Mercy are with us today.</p> <p>Ladies and gentlemen, breakfast is now being served. Enjoy, and we'll be back soon.</p>

7.50am	Kat Cooley to get Shane Kelly to side of stage	Kat Cooley Shane Kelly		
7.55 am		Lesley Ray Shane Kelly	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Turn off soft Christmas Instrumental music. 	<p>Ladies and gentlemen, I hope you've had a chance to catch up with friends and enjoying this lovely breakfast from our friends at the Brisbane Convention & Exhibition Centre.</p> <p>Throughout the year, your generosity has helped buy life-saving medical equipment; improve patient care and ensure our research teams continue to find better ways to diagnose, treat and ultimately cure life-threatening diseases. Please welcome Mater Group Chief Executive Officer Dr Shane Kelly, who I know wants to thank you for your continued support of Mater and also to share with us some of the highlights of Mater this past year.</p>
7.55 am (7 mins)		Shane Kelly	BCEC AV <ul style="list-style-type: none"> • Shane on Lectern Mic • Play slide 5– Dr Shane Kelly 	Dr Shane Kelly speaks
8.02 am (1 mins)	Kat Cooley to get Zerner's side of stage	Lesley Ray Kat Cooley Kim and Gary Zerner	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Play slide 6– Holding Slide 	<p>Shane, thank you for sharing those highlights of Mater, and to our guests today, you can feel proud of the contribution you have made throughout the year, which continues to make Mater the truly unique place it is.</p> <p>In his address, Shane talked about Mater Mothers' Hospital – more than 10,000 babies born each year, while also providing care for around 2000 seriously ill and premature babies in the Neonatal Critical Care Unit. Our guest speakers this morning are a family who have experienced first-hand Mater Mothers' Neonatal Critical Care Unit.</p> <p>Ladies and Gentlemen, please turn your attention to the screens so you can</p>

				meet Gary, Kim, Bryce and Alexis Zerner.
8.03 am (4 mins)	Zerner Video to be played	Jess Langham	BCEC AV <ul style="list-style-type: none"> • Dim lights • Play “Zerner Video” BCEC F&B <ul style="list-style-type: none"> • No service or clearing tables during video or Zerner speech 	
8.07 am (5 mins)	Zerner’s to deliver speech Kat Cooley to get Nigel Harris to side of stage	Gary and Kim Zerner	BCEC AV <ul style="list-style-type: none"> • Lights up • Zerner’s on Lectern Mic • Play slide 7 – Gary and Kim Zerner straight after video BCEC F&B <ul style="list-style-type: none"> • No service or clearing tables during video or Zerner speech 	
8.12 am (10 mins)	Kat Cooley to have Zerner’s gift ready side of stage Nigel Harris to give overview speech	Lesley Ray Nigel Harris	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Nigel on Lapel Mic • Play slide 8 – Nigel Harris 	Thank you Gary, Kim, Bryce and Lexie. Thank you for so generously sharing your story with us today. Seeing Bryce and Lexie’s first 74 days in pictures, it’s easily understood why Mater Mothers’ Hospital will forever hold a special place in your hearts. Thank you. Please accept this small gift of thanks.

				Ladies and gentlemen, it is now my pleasure to introduce Nigel Harris, Chief Executive Officer, Mater Foundation.
8.22 am (5 mins)	Photo slide show to play	Nigel Harris	BCEC AV <ul style="list-style-type: none"> • Play “Photo Slideshow” and “Happy Song” – play from 4 seconds 	PowerPoint Presentation of fundraising activities
8.27 am (5 mins)	Wrap up commentary by Nigel Harris Kat Cooley to have trophies side of stage.	Nigel Harris Kat Cooley	BCEC AV <ul style="list-style-type: none"> • Nigel on Lapel Mic • Stay on slide 8 – Nigel Harris 	
8.30 am (3 mins)	Nigel Harris to Introduce Betty McGrath Award	Nigel Harris	BCEC AV <ul style="list-style-type: none"> • Nigel on Lapel Mic • Play slide 9 – Betty McGrath Award 	
8.33 am (2 mins)	Lesley Ray to acknowledge previous Betty McGrath Recipients Nigel Harris to announce winner and present award	Lesley Ray	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Stay on slide 10 – Betty McGrath Award • Nigel on Lapel Mic 	Before we announce the Betty McGrath Award for 2017, I want to acknowledge our past recipients – many of whom are here today: The Late Dr Grace Croft Geoff Parker Brett and Maria Clark Vince Rehbein The Late Simon George Sr and Simon George Jnr Terry and Murray Cetinich The Late Mary Lakey Mary Steele and the Preston James Fund Mark Smoothy Dorothy Stringer Our ‘Fabulous Five’ volunteers:

				<p>Errol and Gwen Grant Tony and Zofia McCormack and Desley Carstairs-Patten Plantation Homes And last year, IGA.</p> <p>Nigel, may I ask you to announce the 2017 Betty McGrath Award please.</p>
<p>8.35 am (3 mins)</p>	<p>Lesley Ray to introduce David Gyte</p> <p>David Gyte to accept award</p>	<p>Lesley Ray</p>	<p>BCEC AV</p> <ul style="list-style-type: none"> • Lesley on Lectern Mic • Stay on slide 10 – Bottlemart Image 	<p>Ladies and Gentlemen, while David Gyte, General Manager of LMG Bottlemart Queensland makes his way up to join us, I'd like to share with you the Bottlemart/Mater Foundation partnership.</p> <p>Since they first came on board in 2008 as sponsors of the Smiling for Smiddy Challenge – the annual bike ride that has 50 cyclists riding 1600 km from Brisbane to Townsville, Bottlemart have given their support to 31 Smiling for Smiddy events— including a decade as the naming sponsor of the annual Bottlemart Smiddy Challenge.</p> <p>During this time, they have contributed more than \$1 million in cash to fund breast, ovarian and prostate cancers and melanoma research projects at Mater. To help off-set our costs of running the Smiddy events, Bottlemart also provides gifts-in-kind to ensure that our cyclists are well hydrated. Gifts-in-kind to the value of \$90,000 include 5500 powerade drinks; 13,000 litres of coke; 2500 litres of water and a whole lot of beer.</p> <p>Bottlemart is such an important part of the Smiddy story and the relationship that we have with them extends beyond their sponsorship of Smiling for Smiddy. Over the years they've introduced many of their suppliers to Smiddy, including CUB, Coca Cola Amatil, Lion, Asahi, Robert Oatley Family Wines and</p>

				<p>their 27 regional Bottlemart pubs – all of which have turned into great supporters of Smiling for Smiddy.</p> <p>In recent years, Bottlemart has also sponsored the Mater Little Miracles Ball, and again, introducing their suppliers.</p> <p>David Gyte has been the driving force behind the Bottlemart relationship and has been an active participant in the rides. Over the last ten years David has been in nine Smiddy events, including the iconic Bottlemart Smiddy Challenge, the Bottlemart NSW Smiddy, Noosa Smiddy Challenge and the ultimate bucketlist, Adelaide to Uluru. That is just shy of 10,000 km of riding and 53 days in the saddle. David has personally fundraised nearly \$40,000.</p> <p>Ladies and gentlemen, please acknowledge David Gyte and LMG Bottlemart.</p>
8.38 am (2 mins)	David Gyte to respond	David Gyte	BCEC AV <ul style="list-style-type: none"> • David on Lectern Mic • Stay on slide 10 – Bottlemart Image 	
8.40 am (1 mins)	Lesley Ray to thank David Gyte	Lesley Ray	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Stay on slide 10 – Bottlemart Image 	Thank you David, we appreciate all that you do for Smiling for Smiddy.
8.41 am (4 mins)	Kat Cooley to get Phil Hennessy side of stage Lesley to introduce Adventure Fundraising	Lesley Ray Kat Cooley	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Play slide 11 – Holding Slide • Play “Trek Video” 	Since introducing Adventure Fundraising into our calendar six years ago we’ve climbed Mt Kilimanjaro; we’ve walked The Great Wall of China for Mater Little Miracles a couple of times; we’ve cycled Cambodia and Vietnam and trekked Machu Picchu. In June this year twenty trekkers took off to the beautiful world-heritage site of Yosemite National Park to enjoy nature at its best. This

	Play Yosemite Trek Video			was of course after they raised \$245,000 to support a team at Mater Research who are investigating the potential for early intervention treatment for dementia. I invite you now to enjoy this short trip to California to the Yosemite National Park.
8.45 am (1 min)	Lesley Ray to introduce Steps for Stoke Lesley Ray to introduce Phil Hennessy	Lesley Ray	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Play slide 12 – Steps for stroke 	In May next year we'll be heading off on the Camino de Santiago and this time, raising funds to assist Professor Mike O'Sullivan and his team at Mater to do research which aims to help a person's recovery after a stroke. We have two spots free so please let us know if you're keen to join us. I'd now like to introduce Phil Hennessy, Chairman of Mater Foundation with his closing message of thanks.
8.46 am (3 mins)	Kat Cooley to ensure choir are ready side of stage Phil Hennessy to give speech	Phil Hennessy	BCEC AV <ul style="list-style-type: none"> • Phil on Lectern Mic • Play slide 13 – Phil Hennessy 	
8.49 am (2 mins)	Kat Cooley give gift to Alison Lesley Ray to conclude event and leave stage	Lesley Ray Kat Cooley	BCEC AV <ul style="list-style-type: none"> • Lesley on Lectern Mic • Play slide 14 – Holding Slide 	Thank you Phil. Friends, thank you for your continued and very generous support to Mater - we look forward to partnering with you again next year. And even though our morning together is coming to a close I ask you to stay for a while longer and enjoy a couple of songs which are going to really get us in the mood for Christmas. Before Vocal Manoeuvres joins us again though I would ask the lovely Alison Rogers to accept our gift of thanks.

				<p>Kat/Jess give gift to Alison.</p> <p>Ladies and gentlemen, we started our morning together to the beautiful sound of Vocal Manoeuvres and it's now my pleasure to welcome them again to take us to the end of Christmas Breakfast for 2017.</p> <p>We wish you and your loved ones a wonderful Christmas and a Happy New Year.</p>
8.50 am (10 mins)	Vocal Manoeuvres to sing a few (upbeat) Christmas carols	Vocal Manoeuvres Lesley	BCEC AV - <ul style="list-style-type: none"> Vocal Manoeuvres to perform – 9 radio wireless mics & grand piano 	
9 am	Lights up and Event Close	Jess Langham	BCEC AV - <ul style="list-style-type: none"> Once choir is finished please put lights up. 	