Event Agenda/Schedule

Note: you will need to create two agendas – one for the student portion and one for the parent and educator program. Also note the below information is only a sample schedule and should be modified prior to printing.

Location:

Date:

# 8:30 – 9:00 Sign-In for students, parents, and educators

# 9:00 – 10:30 Open-ended activity

# 10:30 – 10:40 Transition to appropriate room(s)

# *Students will go to their appropriate room and parents and educators will go to their identified room.*

# 10:40 – 10:50 Coffee break

# Welcome, Housekeeping, and Partner-Sponsor Introductions

(Insert speaker(s) name(s) here, and organization name(s))

# 10:50 – 11:00 Opening Remarks

(Insert speaker(s) name(s) here, and organization name(s))

# 11:00 – 11:45 Speaker 1 or Panel Discussion 1:

(Insert speaker(s) name(s) here, and organization name(s))

11:45 – 11:50 Break

11:50 – 12:35 Speaker 2 or Panel Discussion 2:

(Insert speaker(s) name(s) here, and organization name(s))

12:35 – 1:25 Lunch (if applicable)

# *Lunch will be provided to all participants; time includes opportunity to extend speaker or panel discussions and/or revisit previous discussions.*

1:25 – 1:35 Transition to Hands-On Activity Room

1:35 – 2:45 Hands-on Activity

2:45 – 3:00 Evaluations

# *A group discussion will follow the written evaluations.*

3:00 – 3:15 PEP join the girls program for wrap-up