







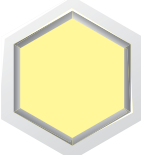



Meeting Plan: \_\_\_\_\_

Week \_\_ Date \_\_\_\_\_



ACTIVITY	DESCRIPTION	RUN BY	TIME*
<b>Preopening</b> __ minutes before meeting			_____
<b>Opening Ceremony</b> __ minutes	Flag presentation Oath and Law Uniform inspection		_____
<b>Group Instruction</b> __ minutes	• • • •		_____
<b>Skills Instruction</b> __ minutes      	• • • •		_____
	• • • •		
	• • • •		
<b>Breakout Groups</b> __ minutes			_____
<b>Game</b> __ minutes			_____
<b>Closing</b> __ minutes	Announcements Leader's minute Closing		_____
<b>Total 90 minutes of meeting</b>			
<b>After the Meeting</b> __ minutes	Leadership team review plans for the next meeting and for the main event.		

\*All times are suggested.

	Main Event: _____		
	Date _____		
<b>Logistics</b> Location: _____ _____ Departure time: _____ Return time: _____ Duration of activity: _____ Budget: Completed _____ Approved _____ Camping: Duty roster _____ Menu _____ Transportation: Group _____ Self _____ Tour and activity plan: Completed _____ Submitted _____		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <b>Essential</b> </div> <div style="text-align: center;">   <b>Challenging</b> </div> <div style="text-align: center;">   <b>Advanced</b> </div> </div>	
<b>Equipment List</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
<b>Activity</b>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
<b>Safety</b>			
<b>Notes</b>			