



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	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		_____
<b>Skills Instruction</b> ___ minutes	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		_____
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>		
<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.