

ROUNDTABLE PLANNING SHEET



75 MINUTES

DATE:	TIME:	MEETING LOCATION:

TIMELINE	TIME ALOTTED	Activity	DETAILS	RESOURCES	ASSIGNMENTS
-15:00 - 00:00	15 minutes	Networking time			
00:00 – 10:00	10 minutes	Opening		-Welcome -Opening -Ice Breaker	
10:00 – 15:00	5 minutes	Safety Moment		National Handout	
15:00 – 20:00	5 minutes	Membership Moment		National Handout	
20:00 – 35:00	15 minutes	Hot topic		National Handout	
35:00 – 70:00	35 minutes	Breakouts	Training		
Cub Scouts				National Video or SME	
Scouts BSA				National video or SME	
70:00 – 75:00	5 minutes	Closing			
75:00 - 90:00	15 MINUTES	Networking time			