

ROUNDTABLE PLANNING SHEET

75 MINUTES



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|--------------|--|--------------|--|--------------------------|
| 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 | | | |