

ROUNDTABLE PLANNING SHEET

60 MINUTES



DATE:		TIME:		MEETING LOCATION:

TIMELINE	TIME ALOTTED	Activity	DETAILS	RESOURCES	ASSIGNMENTS
-15:00 - 00:00	15 minutes	Networking time			
00:00 – 08:00	8 minutes	Opening		-Welcome -Opening -Ice Breaker	
08:00 – 12:00	4 minutes	Safety Moment		National Handout	
12:00 – 16:00	4 minutes	Membership Moment		National Handout	
16:00 – 31:00	15 minutes	Hot topic		National Handout	
31:00 – 56:00	25 minutes	Breakouts	Training		
Cub Scouts				National Video or SME	
Scouts BSA				National video or SME	
56:00 – 60:00	4 minutes	Closing			
60:00 - 75:00	15 MINUTES	Networking time			