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| --- |
| **Event Scoping Planning Lead (name):**  |
| What (name of Event) |  |
| Who (target participants) |  |
| Why/Purpose (objectives/learning outcomes) |  |
| When/where (Date and venue)  |  |
| **Identify current situation**(Review previous event, learnings from similar initiatives in other regions or elsewhere) |  |
| **Explore Alternatives**(any feedback to act on |  |
| **Take Action**(Design session - facilitator roles before, during, after)Attach session plan |  |
| **Reflect on change** include method to capture feedback, arrange team debrief |  |
| Comms plan* Include summary sentence that can be used for promotion.
* Identify stakeholders and timing for communication
* Create MS Forms for registration (Add Team as collaborators)
 |  |
| Resources (Include any budget requests) |  |
| RC needs  |  |

*Please arrange a time to peer review your planning with the Lead Facilitator*