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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*