LOGISTICS

Program date:

Program time:

Location:

Required Materials:

PROGRAM ESSENTIALS

Target Audience (age and/or description):

Key Messages:

Program Description:

Author’s name and email:

INTRODUCTION

time for activity: name of activity

* Write a short summary of the activity in the format of step by step instructions.
* Use a bullet point list if the order of the activity doesn’t matter, OR a numbered list if things must go in a particular order
* Include how to do the activity and materials needed

time for activity: name of activity

* Write a short summary of the activity in the format of step by step instructions.
* Use a bullet point list if the order of the activity doesn’t matter, OR a numbered list if things must go in a particular order
* Include how to do the activity and materials needed

*Repeat above steps as needed*

CONCLUSION

* Additional reference information that will be useful for this program.
* Include 1-3 articles or detailed facts to support the presenters background knowledge of the content for this program