





	Meeting Plan: _____		
	Week __ Date _____		
ACTIVITY	DESCRIPTION	RUN BY	TIME*
Preopening __ minutes before meeting			
Opening Ceremony __ minutes	Flag presentation Oath and Law Uniform inspection		
Group Instruction __ minutes			
Skills Instruction __ minutes <div style="display: flex; flex-direction: column; align-items: center; gap: 20px;"> <div style="width: 20px; height: 20px; background-color: #90EE90; border-radius: 50%;"></div> <div style="width: 20px; height: 20px; background-color: #0070C0; border: 1px solid black;"></div> <div style="width: 20px; height: 20px; background-color: black; border: 1px solid black; transform: rotate(45deg);"></div> </div>	• • •		
	• • •		
	• • •		
Breakout Groups __ minutes			
Game __ minutes			
Closing __ minutes	Announcements Leader's minute Closing		
Total 90 minutes of meeting			
After the Meeting __ minutes	Leadership team review plans for the next meeting and for the main event.		

*All times are suggested.

	Main Event: _____		
	Date _____		
Logistics Location: _____ _____ Departure time: _____ Return time: _____ Duration of activity: _____ Budget: Completed _____ Approved _____ Camping: Duty roster _____ Menu _____ Transportation: Group _____ Self _____ Tour and activity plan: Completed _____ Submitted _____		<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Essential </div> <div style="text-align: center;">  Challenging </div> <div style="text-align: center;">  Advanced </div> </div>	
Equipment List	<ul style="list-style-type: none"> • • • • • • • 		
Activity	<ul style="list-style-type: none"> • • • • • • • 		
Safety			
Notes			