

Date:  
Event name:  
Design Team Members:

**Intended Outcomes:**

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Time	Who	What and why	How	Logistics, etc.
	Design Team	Set up and prepare the room for the day's institute.	Set up for room and sign in at Mtg. Place - design team	Set up materials – <ul style="list-style-type: none"> <li>• Sign in sheets</li> <li>• Markers &amp; Chart paper, Pens, tape</li> </ul> Agenda Evaluation
	Design Team	The design team will help the participants find what they need for the day.  To help participants feel welcome and well prepared for the day.	Greet participants as they arrive. Give: Team will assist participants with: <ul style="list-style-type: none"> <li>• greet participants</li> <li>• sign in</li> <li>• help find seats</li> </ul> Be aware that everyone is welcomed and that all questions are answered.	Sign in Sheets – in hall on registration table  Refreshments –  Greeters –Design team
		Leadership message <ul style="list-style-type: none"> <li>• Welcome</li> <li>• Review Agenda</li> </ul>	Leadership Message <ul style="list-style-type: none"> <li>• Story to tie the day together</li> </ul>	

Time	Who	What and why	How	Logistics, etc.
		What -  Why-	Protocol:	Handouts:
	Health Break			
		Review of the agenda to reinforce what they have done here today and what the intended outcome was for the day.  Evaluations  Key Message		