

**[Project]**

[Session #] [Date]

[Description]

[Leaders/Facilitators]

[Participants]

Time	Activity	Description	Materials	Lead	Notes
	Workshop Set Up				
	Registration				
	Arrival Activity				
	Welcome				
	Introductions				
	Icebreakers				
	Teambuilders				
	Creative Activity Part 1				
	<b>BREAK</b>				
	Creative Activity Part 2				
	Cool Down				
	Tidy Up				
	Wrap Up				
	Workshop Get Out				