

Agenda Planning Template

Setup	What needs to be set up before youth arrive?	_____ min
Warm Welcome	How will you greet and welcome youth?	_____ min
Community Builder	What group activity will you use to engage all youth and get them moving?	_____ min
Announcements	Are there any young people who you want to recognize, or any special accomplishments or birthdays to announce?	_____ min
Group Agreements	Briefly review the Group Agreements and ask if anyone would like to add or change anything.	_____ min
Activities and Instructions	<p>Review the activity choices of the day, and share instructions for new games.</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>4. _____</p> <p>5. _____</p> <p>6. _____</p>	_____ min
Activity Time	<p>What games and activities will you have in each of your gamesroom areas?</p> <p>Table Games: _____</p> <p>Group/Collaborative Games: _____</p> <p>Chill Zone Games: _____</p>	_____ min
Cleanup	How will you get young people’s attention so they start to wind down and begin the cleanup routine?	
Reflection and Recognition	How will you have youth reflect on what they learned, tried or experienced? How can you recognize their contributions or have them recognize their peers’?	_____ min
Transition and Departure	How will youth line up to quickly transition to the next program area or depart?	_____ min

PLAN