

This session is taking place on <<date>> at <<location>>.

There will be <<number>> participants taking part in the session and I have <<number>> of stakeholders to support me who will <<roles of stakeholders>>.

The goals for the session are:

* <<goal 1>>
<<goal 1>>
<<goal 1>>

The **first** activity will be <<name of activity>>. This activity will <<objective of activity based on participant outcomes>>. The activity requires the participants to <<rules of activity>>. I need <<list of equipment>> and <<number of stakeholders and support roles>>.

### Diagram of first activity

The **second** activity will be <<name of activity>>. This activity will <<objective of activity based on participant outcomes>>. The activity requires the participants to <<rules of activity>>. I need <<list of equipment>> and <<number of stakeholders and support roles>>.

### Diagram of second activity

The **third** activity will be <<name of activity>>. This activity will <<objective of activity based on participant outcomes>>. The activity requires the participants to <<rules of activity>>. I need <<list of equipment>> and <<number of stakeholders and support roles>>.

### Diagram of third activity

The **fourth** activity will be <<name of activity>>. This activity will <<objective of activity based on participant outcomes>>. The activity requires the participants to <<rules of activity>>. I need <<list of equipment>> and <<number of stakeholders and support roles>>.

### Diagram of fourth activity

### Review and evaluate the session

The session…