



# Big Send Off

## PLANNING OVERVIEW

### Sample Event Schedule

Here is a sample Timeline for a 2-hour event starting at 1:00 pm

|       |                |   |
|-------|----------------|---|
| 12:00 | (hour early)   | Begin Setting Up                                    |
| 12:30 | (30 min early) | Meet with Student Break-Out Leaders                 |
| 1:00  | (Start Time)   | Registration (give <b>Shirts</b> ) and <b>Snack</b> |
| 1:50  |                | Keynote Speaker <b>Shares</b> with the students     |
| 2:25  |                | Break-Out Leaders <b>share</b> with student groups  |
| 2:25  |                | Parent Speaker <b>shares</b> with the parents       |
| 2:45  |                | Wrap Up/Give-aways/Free Play                        |
| 3:00  | (End Time)     | Students dismissed/Clean up                         |