Proposed Event Agenda Template

Introduction

- This is designed as a 1.5 - 2 hour program that could serve as a stand-alone evening event or as a workshop embedded in other groups' meetings or conferences.
- **Note:** The proposed agenda below is only intended to assist organizers with efficient planning and can be amended as organizers see fit.

Outline of the event (please see Event Planning Checklist for details)

- Guests sign in at welcome table (Sign-in Sheet provided in Event Kit).
- Guests can write and submit questions and put them in box for moderator to review and share later.
- Moderator ensures that note-taker is available and ready to note key questions and concerns raised by panelists and audience members.

EVENT BEGINS

- Welcome from moderator
- First Nations blessing (or territorial acknowledgment if no FN representative available)

- Moderator
  - Introduce purpose of meeting, self and 2 speakers at least (nice if at least one can be a farmer)
  - Thanks sponsors of the event
  - Asks for people to sign in so BCFSN can keep in touch with them
  - Reminds people that if they have questions already, please write them on slips of paper and put them in the box at the welcome table
  - Says notes will be taken of the meeting for BCFSN use, not for publication, and asks if it's okay that photographs or video be taken – anyone who does not want to be on camera please identify themselves now, or later to the moderator
  - Housekeeping – point out key features of the venue, location of refreshments, bathrooms etc.
  - Run through program, say when break will be and how the question and answer period will work; say whether or not there will be time after the formal program for people to continue chatting

- Speaker 1 - Presentation re: ALR, why it's important, history, achievements, issues, why we need ALR in 21st century (to assist with this, BCFSN offers a generic power point that the speaker can adapt with local material if multimedia equipment is available: see Event Kit)
- Moderator - reminds people to write their questions on slips of paper and submit them at the start of the break

BREAK (15 min max)

- (behind scenes) Moderator reviews questions and groups them, draws one question from each theme area (plan to consider about 6 questions, about 20 minutes)
- Reconvene audience and resume program

- Speaker 2 - call to action / inspirational piece - tell story of why ALR is important to him/her and his/her community, explain what participants can do, ask them to start tonight - sign petition, sign postcards
- Moderator introduces moderated question and answer session - moderator invites the two speakers to respond to the six or so selected questions – keep time, and aim to wrap when promised
- Wrap-up: moderator repeats Calls to Action, encourages petition signatures, asks guests to fill in postcards and leave them at welcome table at front before exiting.
- Thanks speakers and participants for coming.

EVENT ENDS

- Moderator ensures he/she collects the signed postcards, any left-over brochures, and sign-in sheet and gives them to a BCFSN representative, if one is present (who will note the names and contact information for the postcard senders, count and mail the cards, and mail the brochures and sign-in sheet to Theresa Negreiff). Moderator also asks note-taker if the notes are ready to send to Theresa and, if so, collects them and sends them.

Materials at event

- For distribution: brochures, buttons (by donation), petitions, postcards
- Sign-in sheet so organizers can stay in touch with attendees