[Insert organisation name/logo]

# EVENTS AGENDA/PROGRAM TEMPLATE

***🖌Note\****

*This template is only a guide and may be required to change activity names and times to suit the needs of your event.*

*\*Please delete note before finalising this document.*

**[Insert event name]**

**[Insert venue]**

**[Insert day/date]**

**[Insert time]**

## AGENDA

|  |  |
| --- | --- |
| **9.00 am** | **Welcome and introduction** |
| **9.30 am** | **Activity one**  **[Insert name, organisation or other information as applicable]** |
| **10.00 am** | **Activity two**  **[Insert name, organisation or other information as applicable]** |
| **10.30 am** | **Morning Tea** |
| **11.00 am** | **Activity three**  **[Insert name, organisation or other information as applicable]** |
| **12.30 pm** | **Lunch** |
| **1.30pm** | **Finish** |