**CALL SHEET** Event <Event Name> for <Client> on <Date>

|  |  |  |  |
| --- | --- | --- | --- |
| **Who** | **Role** | **Responsibility** | **Contact Details** |
| <Name> | <Role> | <Responsibility> | <Phone> <Email> |
| <Name> | <Role> | <Responsibility> | <Phone> <Email> |
| <Name> | <Role> | <Responsibility> | <Phone> <Email> |
| <Name> | <Role> | <Responsibility> | <Phone> <Email> |

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**SCREENPLAY DAY<#>** Event <Event Name> for <Client> on <Date>

|  |  |  |  |
| --- | --- | --- | --- |
| Location:  Date:  Timespan: | <Location>  <Date>  <Start> - <Finish> |  |  |
| **Time** | **Topic** | **Activity** | **Who?** |
| 09:00  15 min | **Setup and Introduction**  <More details> | Why are we here?  Agenda  Roles & Rules  Expected Outcomes | Strategy Designer |
| 09:15  75 min | **Block 1: <Name>**  <Details> | **Plenary: Explain**  <Details>  **Team: Exercise**  <Details> | On Screen, Strategy Designer  Strategy Designer + Facilitators |
| 10:30  30 min | **Coffee Break** | **Capture**  Capture flip charts  Mark captured flip charts  Prepare for next Block | Strategy Designer + Facilitators |
| 11:00  90 min | **Block 2: <Name>** | **Plenary: Explain**  <Details>  **Team: Exercise**  <Details> | On Screen, Strategy Designer  Strategy Designer + Facilitators |
| 12:30  60 min | **Lunch Break** | **Capture**  Capture flip charts  Mark captured flip charts  Prepare for next Block | Strategy Designer + Facilitators |
| 13:30  90 min | **Block 3: <Name>** | **Plenary: Explain**  <Details>  **Team: Exercise**  <Details> | On Screen, Strategy Designer  Strategy Designer + Facilitators |
| 15:00  30 min | **Coffee Break** | **Capture**  Capture flip charts  Mark captured flip charts  Prepare for next Block | Strategy Designer + Facilitators |
| 15:30  75 min | **Block 4: <Name>** | **Plenary: Explain**  <Details>  **Team: Exercise**  <Details> | On Screen, Strategy Designer  Strategy Designer + Facilitators |
| 16:45  15 min | **End Of Day** | **Conclusions**  **Next Steps**  **Did we reach our Goals?** | Strategy Designer |
| 17:00 | **End** | **Capture**  Capture flip charts  Mark captured flip charts  Clear the space | Strategy Designer + Facilitators |
|  |  |  |  |

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