**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?** |
| 09:0015 min | **Setup and Introduction**<More details> | Why are we here?AgendaRoles & RulesExpected Outcomes | Strategy Designer |
| 09:1575 min | **Block 1: <Name>**<Details> | **Plenary: Explain**<Details>**Team: Exercise**<Details> | On Screen, Strategy DesignerStrategy Designer + Facilitators |
| 10:3030 min | **Coffee Break** | **Capture**Capture flip charts Mark captured flip chartsPrepare for next Block | Strategy Designer + Facilitators |
| 11:0090 min | **Block 2: <Name>** | **Plenary: Explain**<Details>**Team: Exercise**<Details> | On Screen, Strategy DesignerStrategy Designer + Facilitators |
| 12:3060 min | **Lunch Break** | **Capture**Capture flip charts Mark captured flip chartsPrepare for next Block | Strategy Designer + Facilitators |
| 13:3090 min | **Block 3: <Name>** | **Plenary: Explain**<Details>**Team: Exercise**<Details> | On Screen, Strategy DesignerStrategy Designer + Facilitators |
| 15:0030 min | **Coffee Break** | **Capture**Capture flip charts Mark captured flip chartsPrepare for next Block | Strategy Designer + Facilitators |
| 15:3075 min | **Block 4: <Name>** | **Plenary: Explain**<Details>**Team: Exercise**<Details> | On Screen, Strategy DesignerStrategy Designer + Facilitators |
| 16:4515 min | **End Of Day** | **Conclusions****Next Steps****Did we reach our Goals?** | Strategy Designer |
| 17:00 | **End** | **Capture**Capture flip charts Mark captured flip chartsClear the space | Strategy Designer + Facilitators |
|  |  |  |  |

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