

		Session Planning Worksheet		Reporting dates in advance of session	
				_____ 90 Days- Date and logistics of any field trip _____ 60 Days-Homework assigned _____ 30 Days-Completed agenda	
Session		Date	Location		
Session Planner, Phone and E-mail			Buddy, Phone and E-mail		
Corporate Sponsor, Contact Person and Phone (if applicable)			Committee Members		

Presenters

Name	Organization	Address and Phone Number	Subject

Advance Work

<p>Homework: <i>(Readings, projects, etc.- must be distributed to the class at the session prior to yours)</i></p>

Field Trip: <i>(Date and logistics must be announced 90 days in advance)</i>
Course Agenda and Timetable: <i>(Please indicate in your agenda the methods you will use to encourage class participation. Attach additional pages if needed)</i>
Objectives: <i>(Please list objectives.)</i>

Food Arrangements *(What and Provider)*

Morning	Lunch	Other

Budget for Session *(\$500 limit)*

	Proposed	Changes
Morning		
Lunch		
Other Food		
Materials		
Location		
Speaker		
Misc. (please specify)		
Total		