**Possible Facilitation Plan Template (Fac: \_\_\_\_\_)**

**Date (Duration)**

Goals:

Materials Needed:

Set-up:

Agenda ( # of minutes)

1. Intro [ min]

2. [ min]

3. [ min]

4. [ min]

5. [ min]

6. [ min]

Roles

* Main facilitator / Co-facilitator?
* Timekeeper?
* Board Writer?
* Note Taker?

Steps[How-tos]/Script

* Ex/ Students come into room, U’Facs direct them to stand in a circle... “Hello, if everyone could please stand in a large circle around the room and place your shoes in front of you.”