Run sheet for an in-person event
Use this template to help everyone be clear on timings and roles during your event.

|  |  |  |  |
| --- | --- | --- | --- |
| **Timings**e.g., 9 - 10am | **Activity** | **Recommended duration**  | **Who’s responsible?**Write names below to help organise the day |
|  | Set up for the day’s event. | 60 minutes | Who will make sure the room is set up for the event, role model spaces are ready, refreshments are available, and you have all you need for the day? |
|  | Look out for the role models and welcome them in.Show the role models where to store their work clothes or props. Show them where the event will take place and brief them on any other important details.Escort them to the welcome area. Offer them refreshments. Introduce the role models to each other and staff. | 30 minutesAllows time for role models to meet staff and each other and settle in. | Who will look after the role models (meet them, show them around and brief them, thank them and show them out afterwards)? |
|  | Everyone gathers in the school hall or wherever the event is taking place. |  | Who will organise getting the students to the event? |
|  | Welcome everyone to the event. | 5 minutes | Who will MC the event and keep the event to time?Who will escort the role models in and out?Who will bring the students back from break?Who will change the room set-up for discussion groups if you need to? |
|  | 20 questions activity. (Include time for the role models to leave the room after the questions and change into their work clothes or collect their props while the students try to guess what their jobs are). | 30 minutes  |
|  | The reveal activity. | 3 minutes per role model |
|  | Break time. Consider providing the role models with morning tea (manaakitanga). Set up your space for the discussion groups if you need to. | 10 - 15 minutes |
|  | Discussion groups activity.Students can talk freely with the role models about things like their life journey, hardships they've faced and the value of lifelong learning. They can use the discussion-group prompt cards to keep the discussion going.Try to leave enough time for this part of the event, as everyone should find it really valuable.  | 5–10 minutes per role model plus time for changeovers. If you don’t have enough time for each group to visit every role model, that’s okay. | Who will supervise the discussion groups, ensure the students know which role model to talk with next and keep each group to time? |
|  | Wrap up / close event. | 10 minutes |  |

**Role model information**

Note the name, number and jobs of the role models (and any other details e.g., do they need a table for props during discussion groups?)

Run sheet V2

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |