Inspiring the Future online event run sheet

Use page 1 of this template to create your own run sheet so your event runs to time. Use page 2 to record role model names and numbers. Refer to the step-by-step guide for detailed instructions on how to run an Inspiring the Future online event.

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| **Activity** | **Recommended duration** | **Enter timings here *(example timings only)*** | **Facilitator** |
| **Welcome** | 5 - 10 minutes | *9.00 – 9.05* |  |
| **Investigation session** | 16 – 32 minutes  Each investigation session takes 8 minutes. We recommend that each student group rotates to meet a minimum of two or a maximum of four role models. | *9.05– 9.21*  *(allows for each group to meet with two role models)* |  |
| **The Pitch**  ***Finding out the options*** | 1-2 minutes per role model    Each role model introduces themselves and talks for 1-2 minutes about the job they do, the pathway they took to get there and challenges they faced. | *9.21 – 9.29*  *(allows for 4 role models to talk for 2 minutes each)* |  |
| **The Pitch**  ***Deciding which option*** | 5 minutes  Students decide the role model whose job they would like to learn more about in show and tell. | *9.29 – 9.34* |  |
| **Show and tell** | 6 minutes  Role models talk about their work and may show aspects of their job to the students. | *9.34 – 9.40* |  |
| **Highlights** | 5 - 10 minutes  Students and role models share highlights of the event before the farewell to the role models and event close. | *09.40 – 09.45* |  |

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| **Number** | **Name** | **Job title** | **Contact details** |
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**Role model information**

**Use this space to make any additional notes about the role models** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_