**Ideas / Planning Forms.**

**IDEA’S Planning Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| **Items to plan** | **What is needed** | **Who is doing this** | **Considerations** |
| **Date(s) of event** |  |  |  |
| **Location** |  |  |  |
| **Organising Team** |  |  |  |
| **What are we planning on doing** |  |  |  |
| **Resources from the pack** |  |  |  |
| **Additional resources** |  |  |  |
| **Relevant Policies and Guidance.** |  |  |  |

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| --- |
| **SESSION Planning Sheet** |
| **Items to plan** | **What are we doing when we meet** | **Considerations** |
| **Date of event** |  |  |
| **Location** |  |  |
| **Organising Team** |  |  |
| **Resources from the pack** |  |  |
| **Additional resources** |  |  |
| **Relevant Policies and Guidance.** |  |  |