TEMPLE: EVENT AGENDA
Total Event Speaking Time = 25 minutes Max

<Event Location>
<Event Date>
<Event Time>

Welcome (2 Minutes)  <Master of Ceremonies
– i.e., Adviser, etc.>
<School Name>

Overview of Community Project (5 Minutes)  <Adviser or Student Leader>

Remarks of Key Note Speaker (6 Minutes)  <Elected official, community leader, etc>

Positive Impact of Project for Community (5 Minutes)  <Community Leader>

Closing Remarks (2 Minutes)  <M.C.>