

**TEMPLATE: 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.>