

# Agenda

Exercise [NAME]

[Enter a Date]

[Enter Time 00:00 am to 00:00 pm]

[Enter Venue Location]

This template is designed for a half-day exercise. We recommend holding exercises in the morning. Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in red once complete.

| Time | Activity |
| --- | --- |
| 0830 | Arrival and registration |
| 0900 | Welcome (facilitator or host name)  Welcome to/Acknowledgement of Country (name)  Housekeeping  Objectives  Introductions by participants |
| 0915 | Exercise briefing from Exercise Controller |
| 0945 | Exercise Commences |
| 1500 | Exercise Concludes |
| 1515 | After Action Review |
| 1600 | Depart |

[Update, add to, or amend timings and activities above as required]