

SAMPLE PROJECT EVENT TIMELINE

VIRTUAL MENTAL HEALTH WORKSHOP

5:00 PM - 5:30PM	Have a brief meeting with the event team to discuss event details and any last-minute changes
5:30 PM - 6:00 PM	Do a run-through of the event and do last minute preparations (ex. audio and visual test-runs)
6:00 PM - 6:30 PM	Welcome participants and present the PowerPoint
6:30 PM - 6:40 PM	Introduce Guest Speaker #1
6:40 PM - 7:10 PM	Guest Speaker #1 Presentation
7:10PM - 7:40PM	Guided Discussion and Flex Time
7:40 PM - 7:50 PM	Introduce Guest Speaker #2
7:50 PM - 8:20 PM	Guest Speaker #2 Presentation
8:20 PM - 8:50 PM	Guided Discussion, Present Mental Health Resources and Supports and Flex Time
8:50 PM - 9:00 PM	Acknowledgements & Wrap-Up