**Sample Agenda for a Real-Time PTA Connected Smart Talk Conversation Event**

The event will last approximately 30 minutes. The sample event is from 7:00 p.m. – 7:30 p.m., but the time is flexible depending on your community.

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| **TIME** | **ACTIVITY** | **WHO** |
| **At some point that morning/afternoon** | Review the [Facilitator Guide](https://www.pta.org/docs/default-source/files/programs/pta-connected/2021/real-time/facilitator-guide.docx) and [PowerPoint](https://www.pta.org/docs/default-source/files/programs/pta-connected/2021/real-time/slide-deck.pptx) again with core team | PTA Volunteers |
| **6:45 p.m. - 7:00 p.m.** | “Tech Check”  Make sure the sound is working and the PowerPoint slides are screen shared. | 2-3 PTA Volunteers   * PTA President * Event Lead |
| **7:00 p.m.** | All attendees are “let in” from the waiting room.   * Welcome * Announcements | Event Lead and/or Facilitator |
| **7:05 p.m. - 7:15 p.m.** | Speaker and/or student panel | Event Lead and/or Facilitator |
| **7:30 p.m.** | Group Discussion on your PTA’s chosen topic | Event Lead and/or Facilitator |
| **7:30 p.m.** | Thank you and reminder to complete survey at PTA.org/Survey | Event Lead and/or Facilitator |