Instructions for Template

* Replace placeholders, indicated by brackets [ ] with information specific to your exercise
* Delete any sections that are not relevant for your exercise
* Font size should not be smaller than 11pt
* To change the photo/graphic/map, click on the placeholder and select “Picture Format” tab on the top right-side. Select the print button print button icon and select from the file and location your new graphic.
* To print the placemat, go to the File tab and click on print. For the page range, insert “2-3.” In the paper handling, make sure it’s scale to paper size. For layout, make sure it’s two-sided and short-edge binding.
* Remember to do a test print, since each printer has different setting.

BREAKOUT GROUP AND LOCATIONS

|  |  |
| --- | --- |
| **[Function/Agency/jurisdiction]** | **Location** |
| [function/agency/jurisdiction] | [Room #/Table] |
| [function/agency/jurisdiction] | [Room #/Table] |
| [function/agency/jurisdiction] | [Room #/Table] |
| [function/agency/jurisdiction] | [Room #/Table] |
| [function/agency/jurisdiction] | [Room #/Table] |
| [function/agency/jurisdiction] | [Room #/Table] |
| [function/agency/jurisdiction] | [Room #/Table] |

Exercise Agenda – [Date]

1. Welcome and Opening Remarks [*x minutes*]
2. Exercise Overview [*x minutes*]
3. Scenario Briefing [*x minutes*]
4. Module 1 Discussions [*x minutes*]
5. Break [x minutes]
6. Module 2 Discussions [x minutes]
7. Break [x minutes]
8. Module 3 Discussions [x minutes]
9. Break [x minutes]
10. Hotwash [*x minutes*]
11. Adjournment

blan

Exercise-specific objectives

1. [List exercise-specific objectives]
2. [List exercise-specific objectives]
3. [List exercise-specific objectives]

Exercise Scenario

**[Month, Day, Year]: [Time]** [Provide scenario event details, including any relevant locations and persons/groups involved in the scenario; including impacts (2-3 sentences)]

**Modue 1: [Month, Day, Year]: [Time]** [Provide scenario event details, including any relevant locations and persons/groups involved in the scenario; including impacts (2-3 sentences)]

**Module 2: [Month, Day, Year]: [Time]** [Provide scenario event details, including any relevant locations and persons/groups involved in the scenario; including impacts (2-3 sentences)]

**Module 3: [Month, Day, Year]: [Time]** [Provide scenario event details, including any relevant locations and persons/groups involved in the scenario; including impacts (2-3 sentences)]

[Insert graphics, additional information as needed, or notes]

Discussion Questions

**[Module or Functional Group or Capability]**

1. [List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to toward Exercise-Specific Objectives and help Evaluators collect data on the capability targets and critical tasks in the EEGs]
2. [List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to toward Exercise-Specific Objectives and help Evaluators collect data on the capability targets and critical tasks in the EEGs]

**[Module or Functional Group or Capability]**

1. [List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to toward Exercise-Specific Objectives and help Evaluators collect data on the capability targets and critical tasks in the EEGs]
2. [List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to toward Exercise-Specific Objectives and help Evaluators collect data on the capability targets and critical tasks in the EEGs]

**[Module or Functional Group or Capability]**

1. [List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to toward Exercise-Specific Objectives and help Evaluators collect data on the capability targets and critical tasks in the EEGs]
2. [List suggested discussion questions. Questions should be developed by the Exercise Planning Team with input from the Evaluators. Questions should be structured to toward Exercise-Specific Objectives and help Evaluators collect data on the capability targets and critical tasks in the EEGs]