**PRACTICAL RESOURCE 5:**

Event Programme Template

**About this resource**

This programme template has been designed for you to edit to suit your event.

You can add, change, and remove any of the symbols and text if you are able
to use “Word” tools.

It has been designed by a professional graphic designer. It is copyright free.

You could use it to produce a leaflet or a poster.

**How to use this resource**

**Photograph or Logo space**

* Use the same logo, photograph or other picture you used on your event poster.
* Paste your logo in the box marked logo. Add ALT text.
* If you don’t have a logo, you could copy any other picture or photo in here.

**Event title**

* Type in the title of your event here.

**Date, Time, Venue**

* Type in the details next to the symbols.
* Paste a photograph of the front of the venue or use the symbol provided.

**Access and Support**

* Select the symbols for the things you will provide. Delete the rest.
* Type in brief details here.

**Session plan**

* Select the symbols for the things you will talk about. Delete the rest.
* Type in the time details next to the symbols.

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**Ferry details**

**Train station details**

**Parking details**

**Bus numbers details**

**Venue address**

**Start & finish time**

**Day & date**

**Photograph or logo here**

**Event title here**

**Getting there**



**Information on food and drinks available**

**Information on childcare, changing facilities, play area etc., if and how to book it**

**Information on other communication support here, if and how to book it e.g. communication support staff**

**Information on visual impairment support**

**Information on BSL or sign language interpreting, if and how to book it**

**Information on hearing loop and other hearing support**

**Information on physical access including changing places, toilets or other toilets for disabled people**

**Access and support**

**Session Plan**



**(Time) Arrive**



**(Time) Tea, coffee**

**(Time) Start Place Standard Session**

**1. Welcome and introduction by (name)**

**2. Think, score, talk and get your ideas about:**

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**Public transport**

**Moving around**

**Streets and spaces**

**Traffic and parking**

**(Time) Break**

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**Feeling safe**

**Social interaction**

**Identity and belonging**

**Housing and community**

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**(Time) Lunch**

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**Work and local economy**

**Natural space**

**Facilities and services**

**Play and recreation**

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**3. Finishing speech**

* **What will happen about your thoughts and ideas**
* **Your thoughts about the session**
* **Goodbye**

**(Time) Finish**