

Planning Our Panel Discussion

1. The When, Where, and Who:

When

Where

Who's invited

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Call, e-mail, or talk in person with the panelists to confirm their attendance.

2. The Questions We'll Ask (see page 29 in your book for ideas):

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3. The Roles We'll Play:

- Who will greet the panelists and show them where to sit?
- What Opening Ceremony will we have? How will we include our guest panelists?
- Who will be the moderator for the panel discussion?
- In what order will we ask our panelists to speak? For how long will they speak? What topics do we want to ask them to speak about?
- Who will keep time and let each panelist know when her time is up, so that each panelist gets equal time to speak?
- After all the panelists speak, who will ask the various questions we've come up with and in what order? Will we have one moderator or will all girls take a turn asking a question?
- Who will wrap up the discussion and thank the panelists for attending?

4. Who will set up the room where the discussion will be held? (Be sure that the panelists sit facing the Juniors and any other audience members.)
5. Will we serve refreshments? If so, who will take charge of that?
6. Who will be the “clean-up crew”?

Invitation template:

We'd Like You to Join Our Panel Discussion!

You've been chosen by our Girl Scout Junior group

to take part in a panel discussion about the many roles women play in the world.

We'd like you to join a small group of women
on [date/time] at [location]

to talk about the roles you play and why you play those roles.

Your participation means so much to us! You will be helping us earn an important award on the leadership journey *aMUSE!*, which is about exploring all the roles available in the world to women and girls.

Please let us know if you can join us by [calling or e-mailing]

[provide a way to contact the Junior group's adult volunteer].

We look forward to talking with you.