

Runsheets – small group day/farm tour

Time	Activity/notes
Before day	Send reminder emails to group Confirm expert & farm – check farm tour stops Organise catering Book flights/car rental Assemble materials: <ul style="list-style-type: none"> • Laptops • Pens • Paper
8:20 am	Arrive Invercargill, pick up car
9:30 am	Arrive farm <ul style="list-style-type: none"> • Check farm tour/presentation • Check catering
10 am	Start <ul style="list-style-type: none"> • Cuppas • Introductions • Plan for today
10:30 am	Update from last meeting <ul style="list-style-type: none"> • Feedback from last farm day – prompt questions: <ul style="list-style-type: none"> ○ What do they remember? ○ Any follow-up actions? ○ Further ideas for future meetings?
10:45 am	Presentation from host farm Q&A Food?
11:30 am	Start farm tour <ul style="list-style-type: none"> • Safety briefing • Outline of plan • Jump into vehicles
12:30 pm	Lunch at farmhouse
1:15 pm	Set up spare laptops Help others who brought their own laptop to set them up Walk through loading program Overview of program from expert in front of computers *Keep an eye on everyone and trouble shoot as required
2:15 pm	Wrap-up Next meeting details Quick discussion on future activities to help planning: <ul style="list-style-type: none"> • Break into pairs • What are key challenges you are facing? • What topics/areas would be of interest? • Report back from each • Will circulate ideas via email along with draft plan for next few meetings Reflection on today: <ul style="list-style-type: none"> • What stood out to you? • What surprised you? • What did you think of the program? • What might be useful to follow-up on? • Any actions? Thank hosts, participants
3 pm	Pack up, check have everything! Finish and away