



IDDS Curriculum Worksheet

Detailed Schedule Draft

Creating a Schedule

After you have your curriculum overview set, it's time to start planning what the day to day schedule will look like. This will be helpful for participants and guests to plan when to arrive and depart and it will be helpful for your team so that can start developing the sessions and make sure the materials and people they need available are ready.

This detailed schedule should include:

- **Date**
- **Time**
- **Name of Session**
- **Type of Space you need** (should the location be in a main hall, breakout room, outside, workshop, etc.?)
- **Leader(s) of the Session**
- **Notes + Materials Needed** (we know this will change over time, but makes sure the operations people have an ideas of what needs to plan ahead for)

*For examples of past IDDS schedules, please [check the Google Drive here.](#) Warning – there was no standard formatting for many of the schedules, so it may appear messy at first.

Typical Daily Activities

In a day-to-day schedule there are a few daily events you want to make sure to include:

- **Morning Circle or Morning Design Activity** (usually first 30 min of every day after breakfast)
- **Breakfast**
- **Lunch**
- **Dinner**
- **Any snack breaks or tea times** (depending on the culture you may chose to have 1 or 2 a day, but these are usually 15-30 minutes of break that we give to participants to rest and take a break with each other)
- **Evening Activities** (these are usually 1hr to 1hr 1/2 after dinner. They are usually more fun activities – such as talent show, potluck, participant presentations, soccer game, DIY activity, rest time, etc. – and not sessions that require a lot of brain power since most people are tired by this point)

1 year

9 mo

6 mo

3 mo

1 mo

During

1 mo
after