

## STANDARD RUNSHEET — MORNING TEA

TIME	ACTIVITY	RESPONSIBLE
9:30am	Morning tea preparation and setup <ul style="list-style-type: none"> <li>– Tea and coffee</li> <li>– Biscuits</li> <li>– Water</li> <li>– Juice</li> <li>– Chairs and tables</li> </ul>	Community organisation representative
10:30am	Commence morning tea	All
10:35am	Introduce <i>Changing Ageing</i> <p><i>“Thank you for joining us this morning to have a chat about changing the conversation around ageing.</i></p> <p><i>Changing Ageing is about reimagining and redefining ageing in Australia by celebrating the people who define and defy ageing, showcasing stories of full and fulfilling lives through a series of community conversations, such as this one.</i></p> <p><i>Today’s aim is to share our own stories — touching on our greatest memories, life lessons, misperceptions of ageing and importantly, what keeps us young.</i></p> <p><i>Starting this new conversation about ageing will inevitably help to write a new story, as Changing Ageing events take place across south-east Queensland, with plans to expand to the rest of the state.</i></p> <p><i>So, without further ado, let’s get started.”</i></p>	Community organisation representative
10:37am	Commence discussion <p><i>Refer to sample questions and prompts sheet to encourage discussion.</i></p>	All
11:20am	Conclude discussion and morning tea	All
11:30am	Pack down	Community organisation representative

## STANDARD RUNSHEET — AFTERNOON TEA

TIME	ACTIVITY	RESPONSIBLE
2:00pm	Afternoon tea preparation and setup	Community organisation representative
3:00pm	Commence afternoon tea	All
3:05am	<p>Introduce <i>Changing Ageing</i></p> <p><i>"Thank you for joining us this afternoon to have a chat about changing the conversation around ageing.</i></p> <p><i>Changing Ageing is about reimagining and redefining ageing in Australia by celebrating the people who define and defy ageing, showcasing stories of full and fulfilling lives through a series of community conversations, such as this one.</i></p> <p><i>Today's aim is to share our own stories — touching on our greatest memories, life lessons, misperceptions of ageing and importantly, what keeps us young.</i></p> <p><i>Starting this new conversation about ageing will inevitably help to write a new story, as Changing Ageing events take place across south-east Queensland, with plans to expand to the rest of the state.</i></p> <p><i>So, without further ado, let's get started."</i></p>	Community organisation representative
3:07pm	<p>Commence discussion</p> <p><i>Refer to sample questions and prompts sheet to encourage discussion.</i></p>	All
3:40pm	Conclude discussion and afternoon tea	All
3:50pm	Pack down	Community organisation representative