Thank you for contributing to our Calendar of Special Days!

The following guide will help you structure your lesson and write up your ideas. When you have finished, send this template to us via *email*. We will do the formatting for you and publish your Special Day. Also, feel free to send us a photo of you and a short bio about who you are.

**SUMMARY**

|  |  |
| --- | --- |
| **Name of Special Day** |  |
| **Date of Special Day**  **(day and month)** |  |
| **Overview of the lesson (2-3 sentences)** |  |
| **Resources needed** |  |
| **External resource**  **(e.g.** [**http://www.bbc.co.uk**](http://www.bbc.co.uk)**) copy the URL from your browser** |  |
| **Topic(s)** |  |
| **Levels/contexts** |  |

**TASKS AND PROCEDURES**

List all your activities and the procedures here. If you use pictures/additional videos/tables/etc., include them here, too.

**IMAGE OF SPECIAL DAY**

Copy a picture and its source here; this will be the featured image of your day. Don’t change the size of the image, the bigger the better.