2b. Community planning event planner

To help start shaping any kind of community planning event (or thinking through whether one would be useful at all). Can be used in a workshop session after a presentation, or as part of a training exercise.

AIMS

1. What do you want to **achieve** from a community planning event?

2. What are the **main issues** to be addressed?

3. What geographical **area** should it cover**?**

NATURE OF EVENT

4. How **long** should the event (or events) be?

5. **When** should the event be? (dates)

6. What **specific activities** should take place, and in what order

7. Who are the **key people** to invite?

8. Should there be an **independent team** of facilitators from outside the area? YES / NO

9. If YES what **expertise** do you want on the team?

10. Any ideas for names of **team members** or the **team chairperson**?

ORGANISATION

11. Which organisation/s should **host** the event?

12. Who else should **help** and how?

13. Who will do the **administration**?

14. **Where** should the event be held?

Workshops?

Presentations?

Meals?

Hotels?

15. What **briefing material** should be made available or prepared?

16. Who will make sure that the results of the event are used and built on **afterwards**?

MONEY

17. How much will it cost (roughly)?		18. Who might sponsor it (or do things free)?
Admin	£	
Venues	£	
Publicity	£	
Catering	£	
Equipment	£	
Photography	£	
Travel	£	
Accommodation	£	
Report printing	£	
Website building	£	
Fees and wages	£	
Follow-up activity	£	
Other	£	
Total	£	

IMMEDIATE NEXT STEPS

19. **Who** does **what** now?

OTHER THOUGHTS AND IDEAS

20.

Name and contact details (optional)

Date