

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