

Short Plan for Activity or Event in the Community

<p>Background/purpose for the activity or event</p> <p><i>(describe in 400 words)</i></p>	
<p>Activity's goals and Objectives</p>	<ul style="list-style-type: none"> • • • • •
<p>Title of the activity/event</p>	
<p>Short description for the activity/event</p> <p><i>(describe in 400 words)</i></p>	
<p>Type of activity or event</p>	

Total Duration (hours and minutes)		
Draft program of the activity/event <i>(describe in 450 words)</i>		
Participants and potential number participants		
Potential learning outcomes for the participants	Knowledge	
	Skills	

	Attitudes
Potential stakeholders & volunteer organizations for support	
Potential Dates	1. 2. 3.
Potential Locations	1. 2. 3.
List of items, technology and services needed for the activity/event in order to help your department estimate the budget.	

<p>Risks that may occur</p> <p><i>(describe in 500words)</i></p>	