

## Short Plan for Activity or Event in the Community

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

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

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

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