



Community Activity Design Template

Needs Statement



What “shared member need(s)” are you going to address?



How will you know that the activity you planned was a success?

- How is it building a sense of community?
- How is it building relationships between participants?
- How is it addressing member needs?



Activity Design



1. What kind of activity (set of activities) are you going to run? What will it look like? How will it engage your members and address their needs?

2. Who's your target audience for that activity? How are you going to attract members to come and participate?



Activity Project Plan



When (when is the activity going to take place?):

Who (who on the Core Team will be involved and how?):

What (what tasks do you need to accomplish, by when and by whom, to run a successful activity?)

- Before the activity
- During the activity
- After the activity



Reflections



1. What did you learn from the activity?

2. How did it address your members' needs? How successful was the activity, based on the success factors you had identified before?

3. What are your next steps, based on these reflections?

