# (Town) Community Planning Group

# Runsheet for :

Date:

Time:

Venue:

(This is a template the below content is an example of timeline and actions at your launch)

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| **Time** | **What’s happening** | **Who is involved** |
| Before 9am | Set up signage on A-frames and place in visible outdoor and indoor locations Collect morning tea  |  |
| 9am to 9.55am | Set up and display printed information indoors |  |
| Display printed information on table/s and walls |
| Set up tea, coffee, water and morning tea/refreshments etc |
| Set up registration desk with sticky name tags |
| Review RSVPs, check for Councillors, MPs etc  |
| Set up portable screen and projector for PowerPoint presentation |
| Set up chairs and table with open space for standing around |
| Musician to start playing |  |
| 10am | CC to (MC) to open the event |  |
| 10am | Welcome and introductions  |  |
| 10.02am | Acknowledgement of Country – CC to introduce speaker or read it out |  |
| 10.05am | CC’s to introduce speak – Mayor Cunningham delivers speech |  |
| 10.10am | CC to talk about the community planning process and invite CCs to come forward for acknowledgement and public thank you.Thank Shire and Non Profit Training (NPT) for support throughout the community planning process |  |
| 10.15am | Display presentation slide show and walk around room and talk about projects (plotter map of Snapshot) |  |
| 10.20am  | CC to thank those in attendance and invite people to browse the projects and express interest or join the Group or assist with implementation of a project and stay for refreshments |  |
| 10.30am | Musician to continue playing |  |
| 11.30am  | Pack up and tidy up and debrief |  |