

Community-Building Activity Planner Template

ACTIVITY OVERVIEW

Activity Name: _____

Type of Activity: (Outdoor / Social / Study Group / Awareness / Fitness / Other)

Coordinator / Organizer: _____

Proposed Date & Time: _____

Location (Green Space): _____

OBJECTIVE OF THE ACTIVITY

Main Purpose: _____

Expected Impact: _____

PARTICIPANT DETAILS

Target Group: (Students / Clubs / Departments / Volunteers)

Expected Number of Participants: _____

Special Requirements: _____

MATERIALS & RESOURCES NEEDED

☐ Seating mats

☐ Portable tables

☐ Speaker / Mic

☐ Water station

☐ Cleanup bags

☐ Sunscreen / Shade setup

☐ First aid kit

☐ Others: _____

EVENT FLOW (TIMELINE)

Start Time: _____

Icebreaker or Opening Activity: _____

Main Activity (Details): _____

Break / Relaxation Time: _____

Closing or Reflection: _____

SAFETY & ACCESSIBILITY CHECK

- ☐ Area is clean and hazard-free
- ☐ Adequate shade is available
- ☐ Proper lighting if evening activity
- ☐ First-aid availability checked
- ☐ Accessible for all students (ramps, seating)
- ☐ Water access confirmed
- ☐ Weather check completed

POST-ACTIVITY REFLECTION

What went well? _____

What can be improved? _____

Student Feedback Summary: _____

Community Impact (Short Note): _____

APPROVALS & SIGN-OFF

Activity Lead Signature: _____

Department / Club Approval: _____

Date: _____