

NEIGHBORHOOD ACTION PLAN

POSSIBILITY STATEMENT Write out your chosen Possibility Statement below.		
We could pursue		
PROJECT DESCRIPTION		
Write a detailed description of your project or event below. Be sure the include the following: who, what, when, where, and why.		
OUTCOMES Write 3-5 desired outcomes of your event or project.		
1. 2. 3. 4. 5.		



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TEAMS

You'll need to share responsibilities for your event or project. A great way to do that is by creating teams based on individual gifts and overall capacity. Suggested teams include administration, marketing and promotions, fundraising, set up/clean up, and hospitality. Feel free to set up the teams that work best for your project and group.

TEAM NAME:	TEAM NAME:
TEAM MEMBERS:	TEAM MEMBERS:
MAIN RESPONSIBILITIES	MAIN RESPONSIBILITIES
TEAM NAME:	TEAM NAME:
TEAM MEMBERS:	TEAM MEMBERS:
MAIN RESPONSIBILITIES	MAIN RESPONSIBILITIES
TEAM NAME:	TEAM NAME:
TEAM MEMBERS:	TEAM MEMBERS:
MAIN RESPONSIBILITIES	MAIN RESPONSIBILITIES



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ACTION PLAN

Use this chart to develop a timeline of tasks and actions for your project. If it's helpful, each team can complete their own chart to outline their tasks – simply print extra copies.

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DATE	ACTION ITEM	NOTES (materials, person/team responsible, etc.)