

**Title:** [insert title here]

**Description:** [insert description of the event that can be shared]

**Who:** [Insert a description of who is the event for. This could be the public, board members, etc]

**When and where:** [Insert the date and location of the event]

**Why:** [insert a description of why you think the event will be impactful. For example, we would look at what sections of the *literature review* the event would put into action, where it fit into our *logic model* for change, and what assets or gaps it was connected with according to our *asset mapping activity*]

**How:** [Insert a list of what actions will have to be taken in order to run the event]

**Notes:** [insert any other notes on the event]

**Research Considerations:**

- **How will we record the event?** [insert a description or list of how the event will be recorded. This could be photos, recording attendance, reflections from team members, or anything else that helps you document what happened]
- **What does success look like and how will we measure it?** [Insert a description or list of what a successful event would look like and the way you will know this has or has not happened. This could be feedback forms, number of attendees, or goals set in your logic model]