

Planning (3)

## How to organise activities

From The CLEAR GUIDE v1, written by Les Robinson for Mission Australia March 2009

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Once you've agreed on an activity, you'll need to plan to make it happen. You'll need to decide on the "5 W's": what, when, where, who, and with what resources?

The most important part of an activity plan is deciding WHO will do different tasks. Try to avoid a few people doing all the work. Sharing tasks between many people creates a great sense of "we did it together". Buddying-up is also a good idea - nominating members to co-lead activities and share tasks is a good way to keep the work fun and stay energised.

Start by making the activity "do-able". That means defining it so it's clearly understood by all. For instance, you may have decided to have a "social group where we can relax and share our tips and tips for great parenting". But that's not really a do-able description.

To make it do-able you need to consider the "5 W's":

### A "5 W's" activity description

**WHAT:** A get together of group members over coffee and cake at a different member's house each time, with someone else taking care of childcare.

**WHEN:** Every second Wednesday, from 10.00am to noon, starting on 23 August.

**WHERE:** At Nicola's house, 27 Ganderton Ave, Blacktown, with a new venue being chosen each time.

**WHO:** Toni calls members to remind them; Anne brings cake; Vivian organises child care.

**WITH WHAT RESOURCES:** All put in \$5 to kitty for costs.

Now everyone knows exactly what is happening and what their roles are.

## An activity plan

If the activity is more complicated, you'll also need to make a jobs list. Here's an example, for a parents' information night:

<b>Our Parents' Information Night</b>			
<b>When and where:</b>	7 September, St Stephens Church, Belmore Street		
<b>Job</b>	<b>Who</b>	<b>When</b>	<b>Resources</b>
<b>Coordinator, contact point</b>	Natalie		\$20 towards phone bill
<b>Invite guest speakers, check on their needs</b>	Jo	5 Aug	
<b>Draw cheques</b>	Natalie	5 Aug	
<b>Book St Stephens, check venue and venue insurance</b>	Marcie	12 Aug	\$40 booking fee, \$40 key deposit
<b>Design flyer and feedback forms</b>	Miranda	12 Aug	\$20 for photocopying
<b>Book newspaper adverts</b>	Jo	12 Aug	
<b>Organise parents handouts</b>	Jo	26 Aug	\$20 for photocopying
<b>Put up flyers in shops</b>	David	26 Aug	
<b>Organise food and refreshments</b>	Miranda, with help from David and Marcie	7 Sept	\$100 for food, drinks
<b>Arrange child care</b>	Jo	26 Aug	
<b>Set up venue, music, decorations, paper, pens, laptop and projector</b>	Phil, Natalie, Jo	7 Sept, by 6pm	Phil's tape player; Marcie's laptop; \$80 to hire projector
<b>Welcome guests</b>	Miranda	7 Sept	
<b>MC/facilitator</b>	Marcie	7 Sept	
<b>Hand out and collect feedback forms</b>	Phil	7 Sept	

A sample activity plan.