

**Template for Change
Community Awareness Presentations**

Build/Add to this list any details which are crucial in your community

Enter the name of the person responsible for each task and follow up to ensure it is completed on time

	Time	Session 1	Session 2	Session 3	Sessin 4	Session 5	Session 6	Session 7	Session 8	Session 9
Dates of 9 evening sessions or Dates of two one day sessions										
Order Template for Change	3 weeks									
Organise committee	3 weeks									
Establish roles and responsibilities	3 weeks									
Decide on location and times	3 weeks									
Plan for technical equipment	3 weeks									
Plan student presentations:	2 weeks									
from Operation Water Drop	2 weeks									
from Operation Water Spirit	2 weeks									
from Operation Water Flow	2 weeks									
Advertise, promote	2 weeks									
Order/print tickets if requiried	2 weeks									
Order refreshments	2 weeks									
Run through rehearsal of presentations	1 week									
Decide who will host each event	1 week									
Plan for seating accomodation	1 week									
Organise volunteers	1 week									
Print hand outs	1 week									
Print form to collect questions	1 week									
Set up facility	1 day									
Prepare float if collecting admission	1 day									
Review first session and define areas to improve	1 week									

Plan review session after all presentations to establish community Action Plan

Send your evaluation to SDWF