LOGISTICS

Program date:

Program time:

Location:

Required Materials:

PROGRAM ESSENTIALS

Target Audience (age and/or description):

Key Messages:

Program Description:

Author’s name and email:

INTRODUCTION

time for activity: name of activity

* Write a short summary of the activity in the format of step by step instructions.
* Use a bullet point list if the order of the activity doesn’t matter, OR a numbered list if things must go in a particular order
* Include how to do the activity and materials needed

time for activity: name of activity

* Write a short summary of the activity in the format of step by step instructions.
* Use a bullet point list if the order of the activity doesn’t matter, OR a numbered list if things must go in a particular order
* Include how to do the activity and materials needed

*Repeat above steps as needed*

CONCLUSION

* Additional reference information that will be useful for this program.
* Include 1-3 articles or detailed facts to support the presenters background knowledge of the content for this program

范本参考材料

**青少年活动计划工作表**

组织工作

活动日期：

活动时间：

活动地点：

所需物质：

活动要素

目标观众（年龄）：

关键信息：

活动描述：

倡议者姓名和电子信箱：

简介

活动时间及名称

* 撰写概要以逐步介绍活动
* 如果活动不重要可以用列表式布告，或者如果活动必须以特定顺序开展的话，需要列个清单。
* 列出如何组织活动以及所需物质

列出如何组织活动以及所需物质

若有必要，重复上述过程。

结论

* 有益于该活动的其它参考信息
* 列出1-3篇文章或详细案例以支撑该活动内容的背景知识