**Project Lead Name:** Click here to enter text.

**Project Name:** Click here to enter text.

**Date:** Click here to enter text.

**Types of activities/events to consider:**

* Outreach
* Pre-planning before your event
* Space/permit requirements
* Event Day(s)
* Post-event activities including reporting back to the City on your event

| **Timeline**  List the date(s) for all your activities, length of activity, and number of times activity will take place | **Project Activity/Event**  e.g. outreach, planning, workshop, conference, townhall etc. | **People**  Who is running the activity? A group member or an outside speaker or facilitator?  Note: Please ensure all group members are listed with responsibilities on the workplan | **Description of Project Activity**  Provide more details about the activity including discussion topic, event planning, engagement, additional locations etc. If you are offering a workshop series, please include a list of all topics |
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\*Add lines as needed.