



ACTION STEP PLANNING

Please read through the following steps when preparing to conduct your activities strategies. Your planning steps may very well go above and beyond what is listed below. However the following steps should **ALWAYS** take place.

Planning Steps		Please check off corresponding activity the box			
		Strategy 1	Strategy 2	Strategy 3	Strategy 4
Planning Step # 1:	Set the date and share the date: Date: _____ How will you share the date with the school community: _____ _____ _____	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step
Planning Step # 2:	Outline what needs to be for the event (ex. get volunteers, get food, send invitations/flyers)	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step
***Special Note: Promote, Promote, Promote. Think Beyond a Flyer					
Planning Step # 3:	Assign roles/responsibilities (look beyond the ATP Team)	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step
Planning Step # 4:	Conduct the event – be prepared. Have sign-in sheets, evaluations, materials, and pictures	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step
Planning Step # 5:	Reflect, review, collect/analyze evaluations	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step	<input type="checkbox"/> 1 st Action Step <input type="checkbox"/> 2 nd Action Step

