

TORBAY & DEVON CIVIC AWARD

STRATEGIC ACTION PLAN

DATE OF EVENT _____

PERMISSION GRANTED YES / NO

DESCRIPTION OF EVENT _____

EVENTS TEAM STRUCTURE:

CHILD / CHILDREN'S NAMES	POSITION OF RESPONSIBILITY

(Positions may include: event manager / treasurer / marketing / crowd control / making or collecting products etc.)

STRATEGIC PLAN

ACTION	WHO IS RESPONSIBLE	TIME SCALE	ACHIEVED

Visit Torbay & Devon Civic Award Online

torbayanddevoncivicaward.co.uk | facebook.com/torbayanddevoncivicaward

EVALUATION

WHAT WENT WELL

EVEN BETTER IF