

ACTIVITY PROPOSAL

WHAT DO YOU WANT TO DO?

Provide a brief description of the activity.

WHY DO YOU THINK THIS IS IMPORTANT?

Outline the reasons why you want to do this activity and how you see it will fit in with our goals. Complete the SWOT Analysis sheet.

WHO WILL BE INVOLVED?

Who are the key player/organisers who will take a lead in making this happen? What time will they need to free up in order to contribute?

WHEN & WHERE WILL THE ACTIVITY HAPPEN?

Give days/dates/timescales for the activities. Identify the rooms/areas of the church that will be required. When do you anticipate the activity starting?

WHAT OTHER RESOURCES ARE REQUIRED?

Detail your requirements for finance, people (especially if people from outside of the church are involved), publicity, physical materials (furniture, PA/AV, catering, etc.).

WHICH OTHER ACTIVITIES AT THE CHURCH WILL BE IMPACTED IF THIS PROPOSAL GOES AHEAD?

Identify the other activities that are either dependent on this activity happening or may be affected by it.

HOW WILL YOU BE ABLE TO MEASURE THE SUCCESS OF THIS ACTIVITY?

What are the key objectives and when will you review the activity to make sure it is meeting its objectives? What will be the process you will go through if you feel you have to stop doing the activity?

SWOT ANALYSIS

<p>STRENGTHS</p> <p>What are the positives of doing this?</p>	<p>WEAKNESSES</p> <p>What difficulties could be anticipated?</p>
<p>OPPORTUNITIES</p> <p>How will this activity create new ways for us to build the church/impact the community?</p>	<p>THREATS</p> <p>What could stop this activity happening?</p>