| Name of Activity |  |
| --- | --- |
|  | |
| Organizer / Co-organizer | |
|  | |
| Objectives  *(For a series of activities, list the general objectives.)* | |
|  | |
| Collaborative Unit(s) / Other Partner Organization(s) | |
|  | |
| The Role(s) of Organizer / Co-organizer(s) / Collaborative Unit(s) | |
|  | |
| Target Participants & Number | |
|  | |
| Methods of Recruitment / Publicity | |
|  | |
| Activity Planning Schedule  *{including preparation, publicity, start date and end date of activity (including dates for sharing session(s), submission of feedback)}* | |
| Preparation Period:  Propaganda Period:  Activity Period: | |
| Activity Arrangements: Rundown, Place / Venue, Content & Format  *(For a series of activities, list the arrangement items one by one.)* | |
|  | |
| Main Participating Guests | |
|  | |
| Brief Introduction of Judges / Instructors *(if applicable)* | |
|  | |
| Effectiveness of Activity | |
|  | |
| Commendations or Deficiencies Identified in the Process of Activity Planning | |
|  | |

*＊Please submit other information in the form of annexes.*