| 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.*