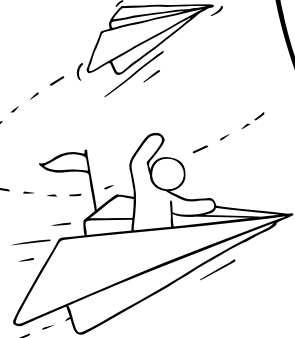
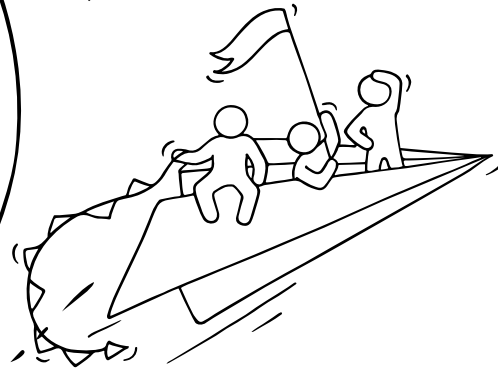
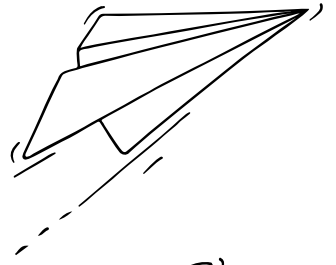
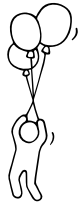
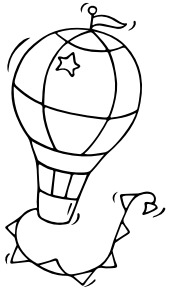




Event & Project Planning

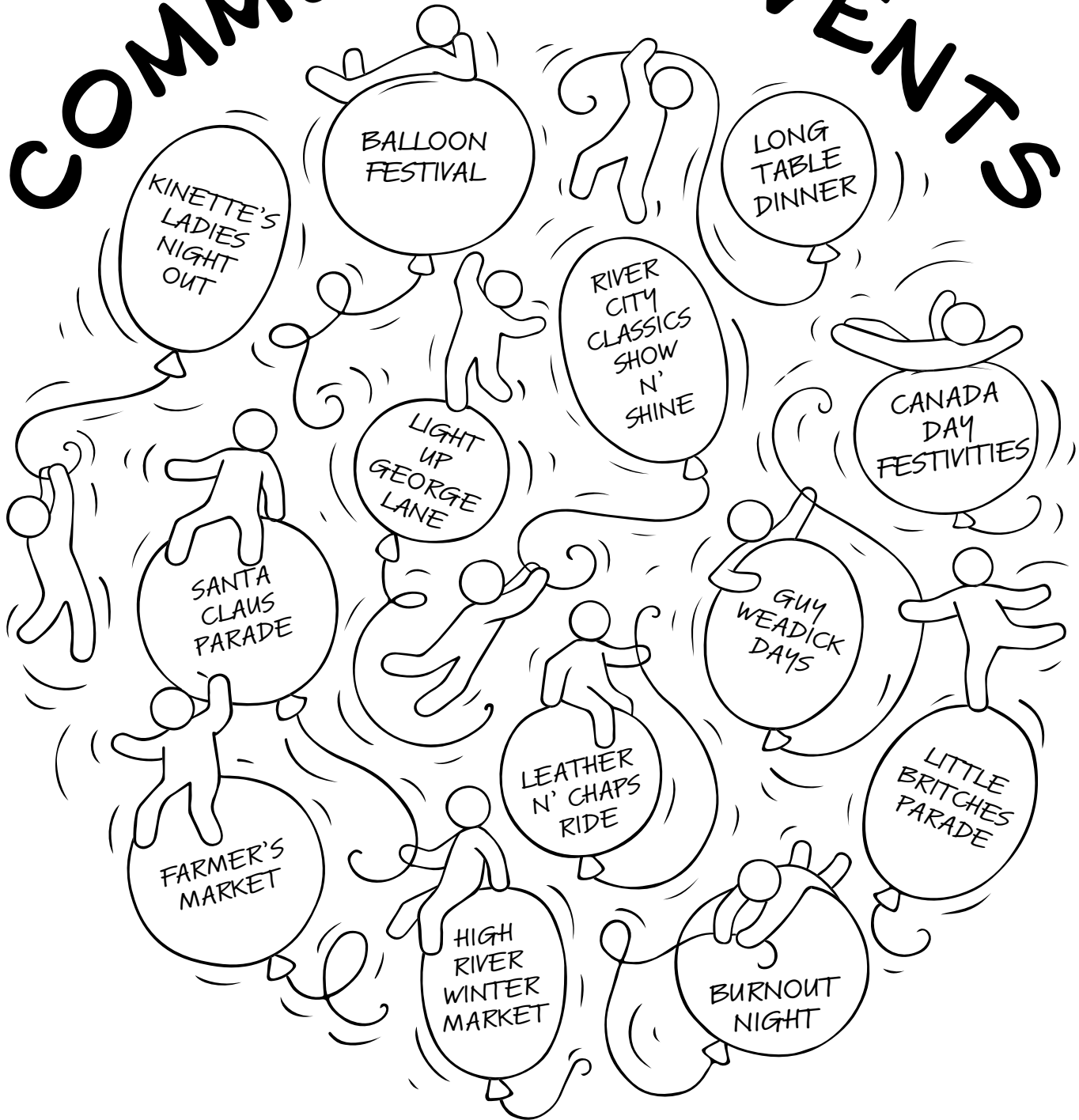
# PLAYBOOK



bring ideas to life!

Successful Citizen Organized

# COMMUNITY EVENTS



From conception to organization to execution,  
all of these events are led by High River Citizens.

Would you like your citizen led event to be featured in the next issue? Email [fawnabews@gmail.com](mailto:fawnabews@gmail.com)

# CONTENTS



Our High River is a citizen led community development network. We support community engagement; building social capital by highlighting great neighbors and linking people to opportunities.

## 1 Introduction

Message From The Mayor  
Contacts  
Wellness Tips

## 2 The Plan

## 3 Your North Star

## 4 Teamwork & Planning

## 5 The First Meeting

## 6 The Team

## 7 Partnerships

## 8 When?

## 9 Where?

## 10 Food & Drink

## 11 Guest Speakers & Entertainment

## 12 Mood

## 13 Safety

## 14 Communications

## 15 Budget

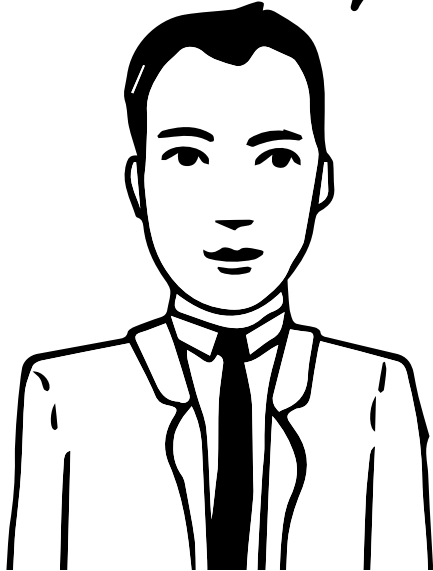
## 16 Fundraising

## 17 The Big Day

## 18 Resources

## 26 Evaluation

## MESSAGE FROM THE MAYOR



**T**hank you for stepping up to be a change maker in our community. Every person makes a difference. This community is 'rooted in people' and we as a Town Council are committed to supporting citizen led initiatives that make this the vibrant town it is today.



## Take Care!

In High River we are committed to wellness, please take care of yourself as you dive into this process - you matter! Look for Wellness Tips throughout this guide if you find that you or the people you are working with are struggling and you don't know what to do, reach out:

**Family & Community Supports**  
403- 652-8620

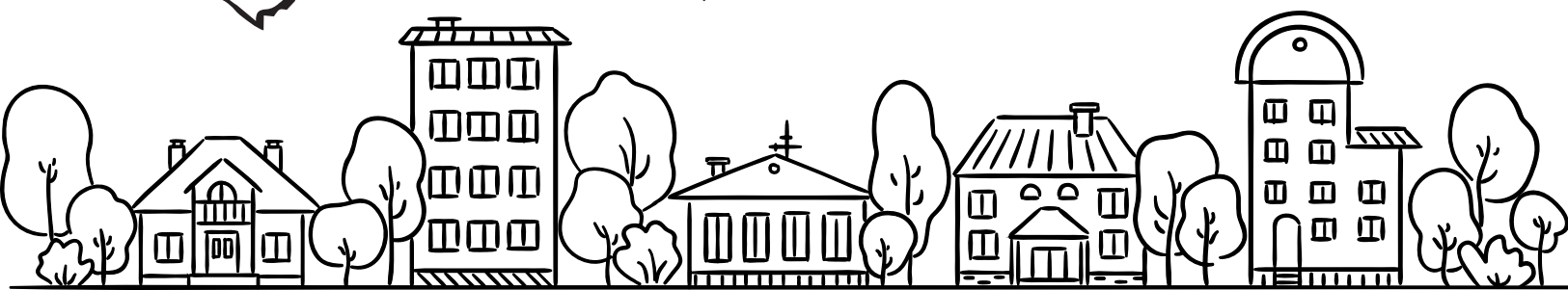
## CONTACTS

### Our High River

Jody Seeley  
403-603-3547  
[www.ourhighriver.com](http://www.ourhighriver.com)

### Community Support, Town of High River

Janelle Kennedy  
403-603-3447  
[www.highriver.ca](http://www.highriver.ca)



# THE PLAN

*Where do we start?*

"Without leaps of imagination or dreaming, we lose the excitement of possibilities. Dreaming, after all is a form of planning."  
~ Gloria Steinem

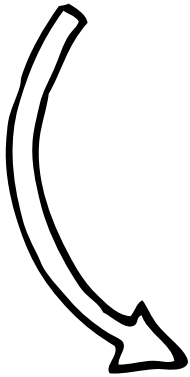
# 1

## DREAMING

You may want to open a notebook or a computer file to go along with this play book. There will be questions to help you get to where you want to go., lists to be made and you will want to capture all of your great ideas in case you want to do it again.

*So what do you want to do? With who?  
For what reason? Where and When?*

Is this something you can do on your own or do you need a group?  
If alone, or you already have a group jump to **Great Plans**.



# 2

## ASSEMBLING A TEAM

*Who else might be interested in this?  
Who would be helpful?*

Make a list of everyone you know that might help you out (take a look at the **team page** for jobs you may like to fill)

The 'why' of your project will act as both a guiding light and as a fire to keep you and your team inspired- **see next page**.

*What makes this important to  
you and to the community?*



*You may find in these beginning stages that you are super excited and working all the time. Please make sure you pace yourself. You may feel overwhelmed. Don't forget to ask for help! Assistance is a phone call away: 403 603-3447*





# YOUR NORTH STAR

WE WILL

---

WITH

---

AT

---

ON

---

SO THAT

---

IT WILL HAVE THE FEELING OF

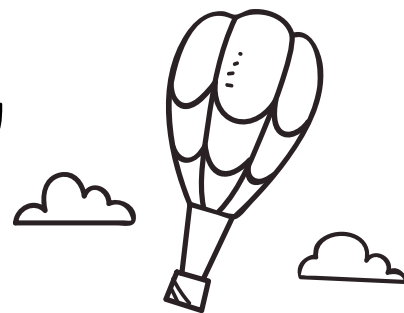
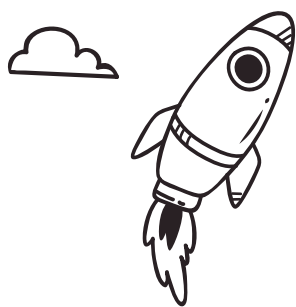
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AND WE KNOW WE ARE SUCCESSFUL WHEN

---

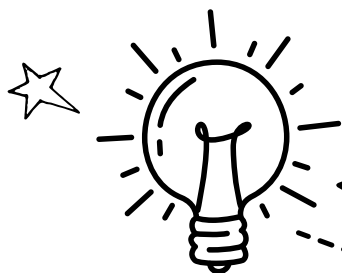
**A CLEAR ONE PAGER CAN KEEP YOU MOTIVATED & ON COURSE**





# TEAMWORK MAKES THE DREAM WORK

- See [team check list](#) for possible positions that you need to fill (don't need all)
- Need Volunteers? Our [High River App](#) can connect you
- Have you thought of having an apprentice?
- Remember to delegate!



Not sure how  
to brainstorm?  
[Click here.](#)

Has it been  
done before?

Do a little research, ask someone  
who's been in the community a long  
time or do a Google search.



Studies show that  
social support is linked  
to wellbeing (Turner  
1981), make time to  
stay connected – you  
don't need to carry this  
load on your own!

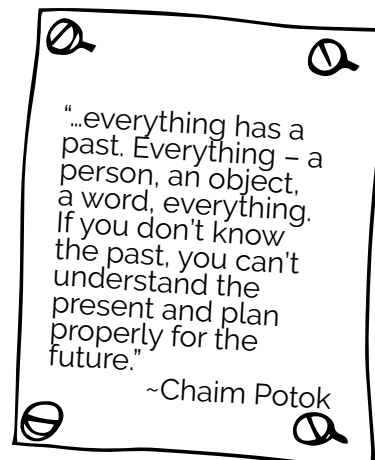
GREAT  
THINGS  
come from  
GREAT  
PLANS

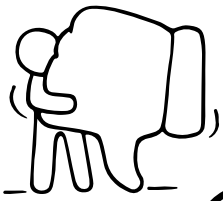


Does it fit  
somewhere in the  
Towns plans?



- Use [Vital Signs](#) to see  
where your event or  
project might fit and to  
get more info.





Potential  
Challenges

Who is it  
with?  
Who is it  
for?

When?  
time of day  
time of week  
time of year

Budget

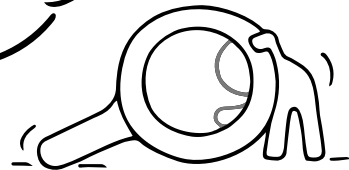
# The **FIRST MEETING**

Mood?

Entertainment

Food and  
Beverage

Where?



## REMEMBER

- ☐ Be clear about what you want (agenda)
- ☐ Allow for every voice at the table
- ☐ End with a clear **task list** & expectations of who is going to do what

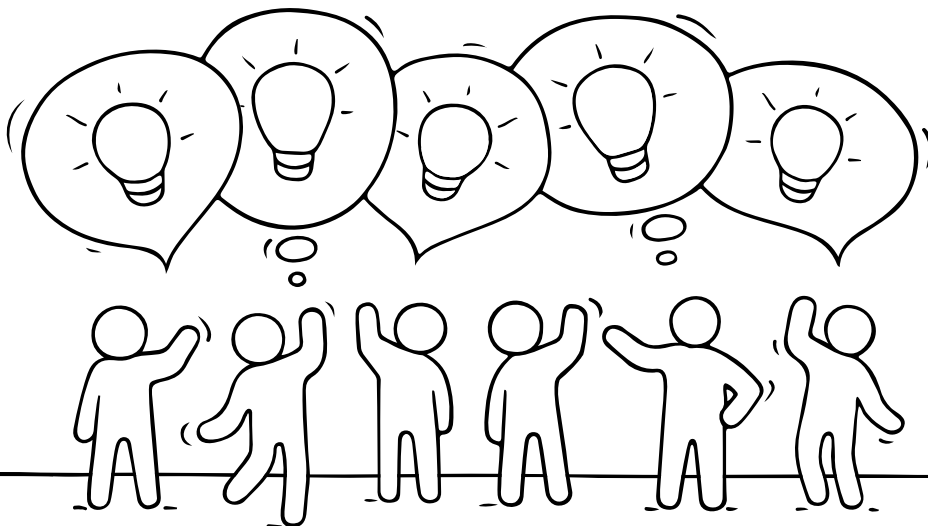


Check in on how you feel. If you notice a negative emotion, try to name it and share with a trusted person. Let it out now before it comes out when you don't want it to.



# THE TEAM

Who do we need to make this work?



--	--	--	--	--	--

Leadership

Marketing

Volunteer Coordinator

Set-up

Clean-up

Fundraising

--	--	--	--	--	--

Time Keeper

Runners

Photographer

Media Co-ordinator

Technology

Food Co-ordinator

--	--	--	--	--	--

Food Server

Food Prep

Lighting

Sound

Location Manager

Childcare

--	--	--	--	--	--

Entertainment Co-ordinator

Entertainers

Media/Social Media

Registration/Welcome

Cash

Budget Manager

--	--	--	--	--	--

Safety

Decorating

Emcee

Construction

Accountant/Bookkeeper

Transportation

--	--	--	--	--	--

Shoppers

Security

Bartenders/Wait Staff

Valet/Parking

Host/Hostess

Outcomes/Research



What do you need to support volunteers?

1

Plan

2

Food/drink

3

Space for Belongings

4

Identification

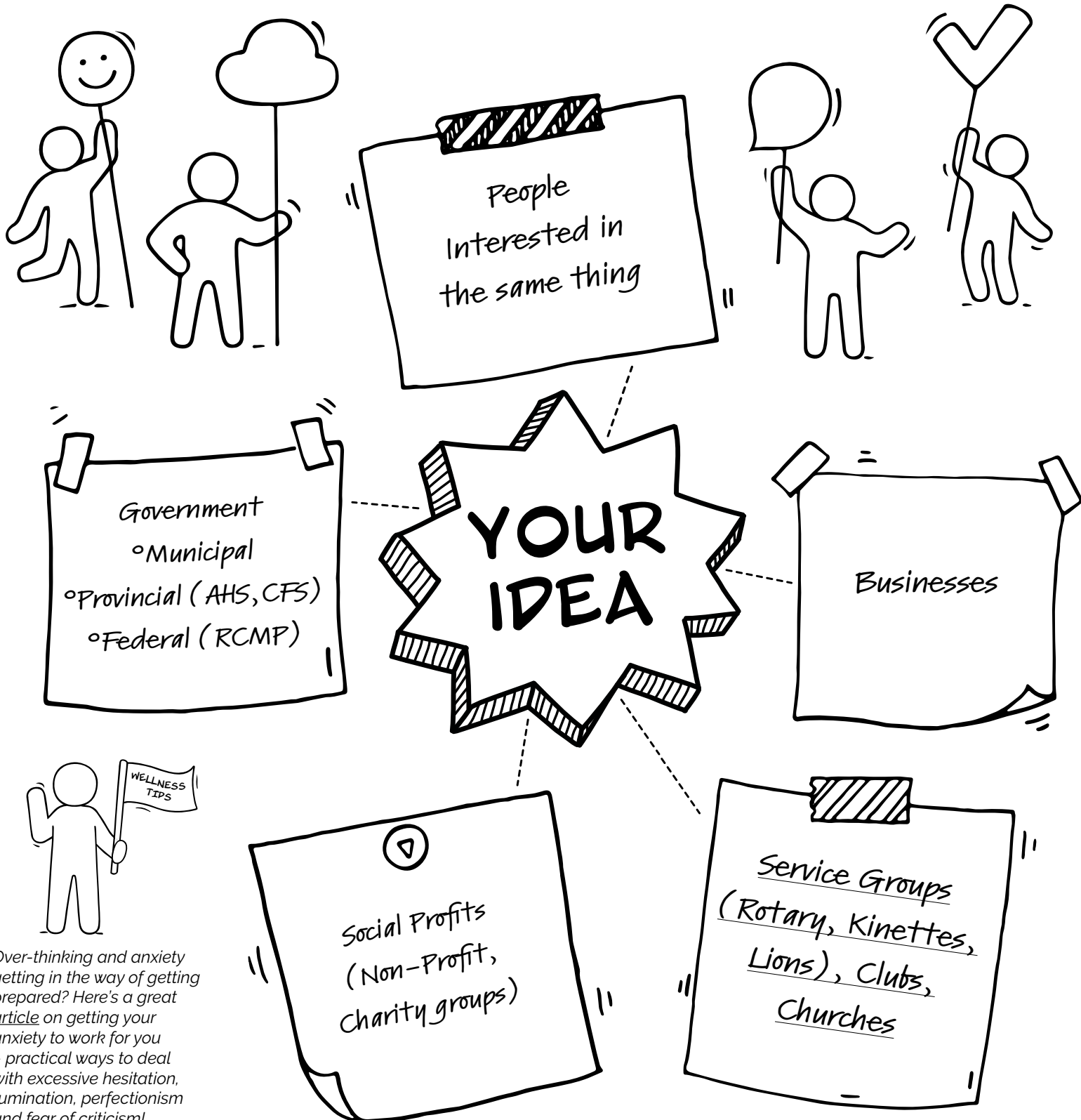
5

Clear Expectations  
(Time, Duties)

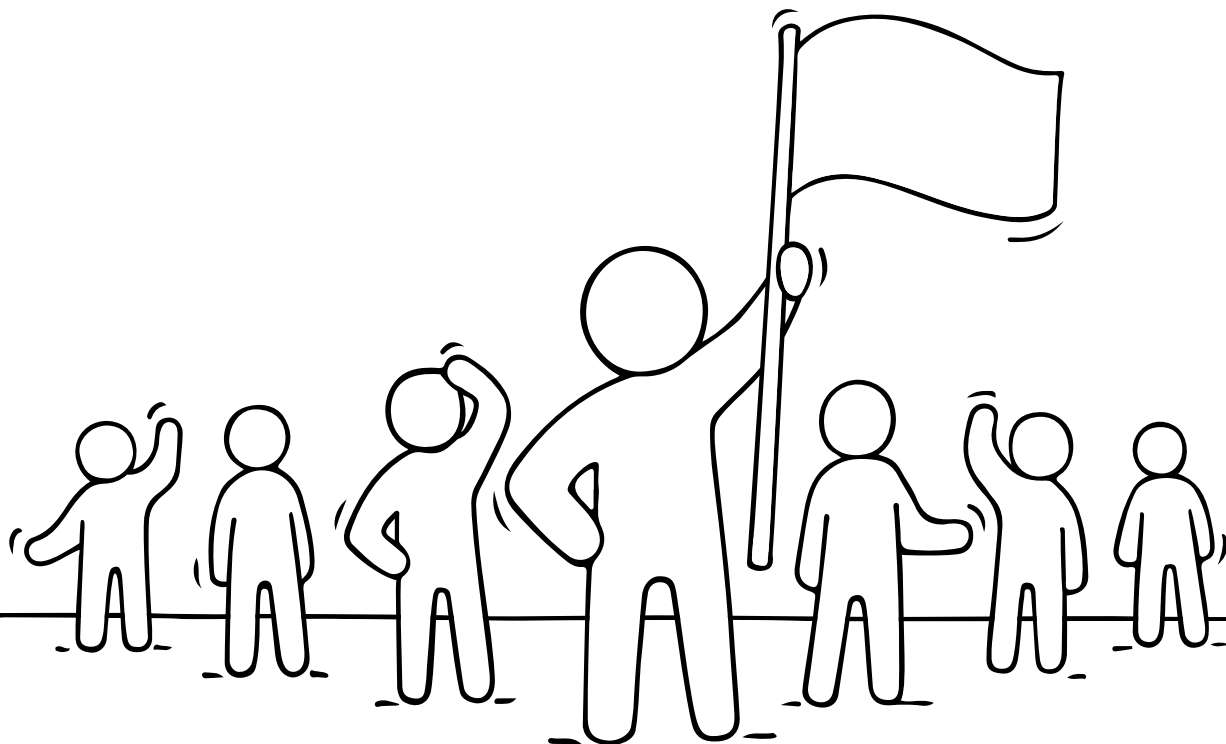
# CONSIDER PARTNERS

"Coming together is a beginning. Keeping together is progress. Working together is success."

~Henry Ford



Over-thinking and anxiety getting in the way of getting prepared? Here's a great [article](#) on getting your anxiety to work for you – practical ways to deal with excessive hesitation, rumination, perfectionism and fear of criticism!



# HOW TO INVITE COUNCIL TO YOUR EVENT

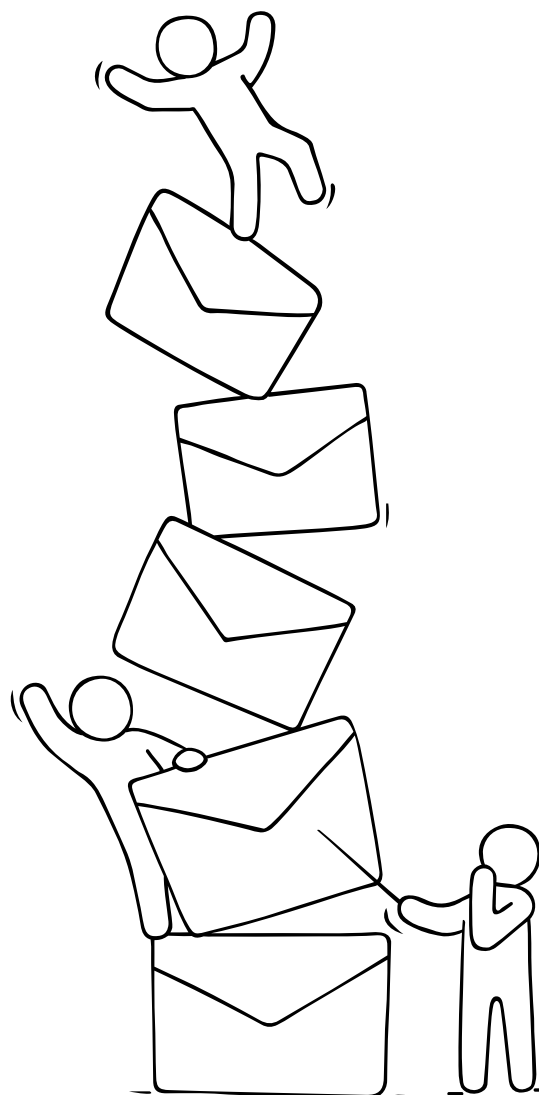
Town of High River's Mayor and Council receive several invitations to community events, conferences, and speaking opportunities each month.

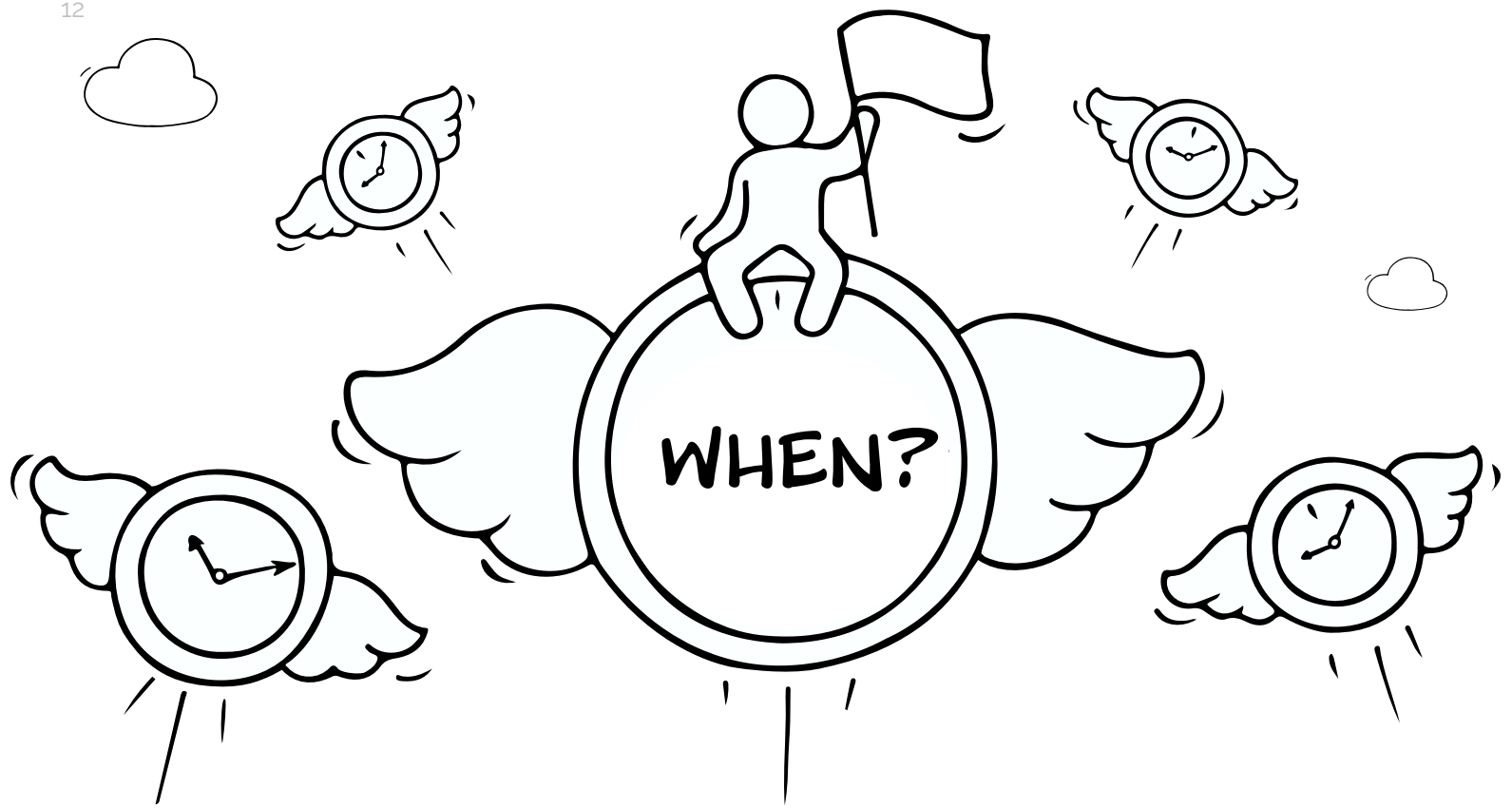
Community groups and event organizers can now invite the Mayor and/or members of Council to their event via a simple, [fillable form](#) on the Town's website!

If your group would like the Mayor and/or a member of Council to attend a public event (e.g., conferences, anniversary celebrations, charitable or cultural events), please use the online form located at [highriver.ca/mayor-and-council](http://highriver.ca/mayor-and-council).

Due to the large number of invitations received, the Town requires that requests are sent at least three weeks in advance of the event. Please note, the Town cannot guarantee the attendance of Mayor and Council.

Once the invitation is received, the Town will contact event organizers to confirm the availability of the Mayor or Councillors.





**1** Check the Town of High River Calendar, see what else is on - do they work with or against your project?



**2** Season/Weather? Traffic/Construction? Time of Day/Mood?

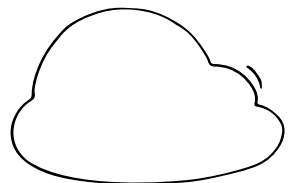


**3** Choose a time that makes it easy for the people you want to come to show up.



**4** Do you need time to book things? Some things that may require time are: Venue (where are you having it?) Permits (Town, Alberta Health Services Food Permit or ALCB liquor license.)

**5** Create a timeline from start to finish and everything in between.

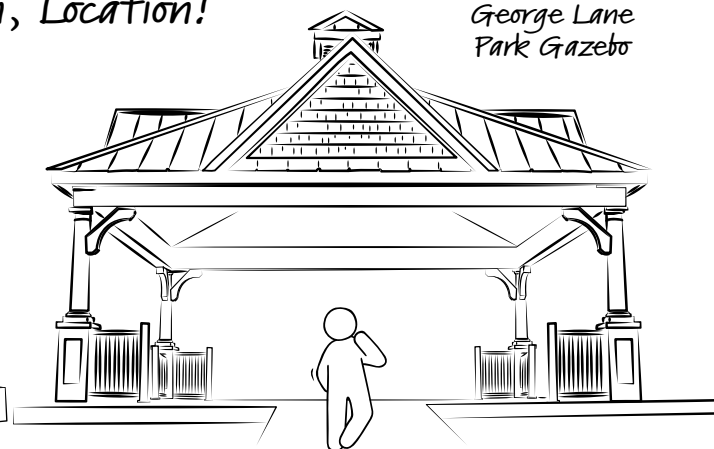
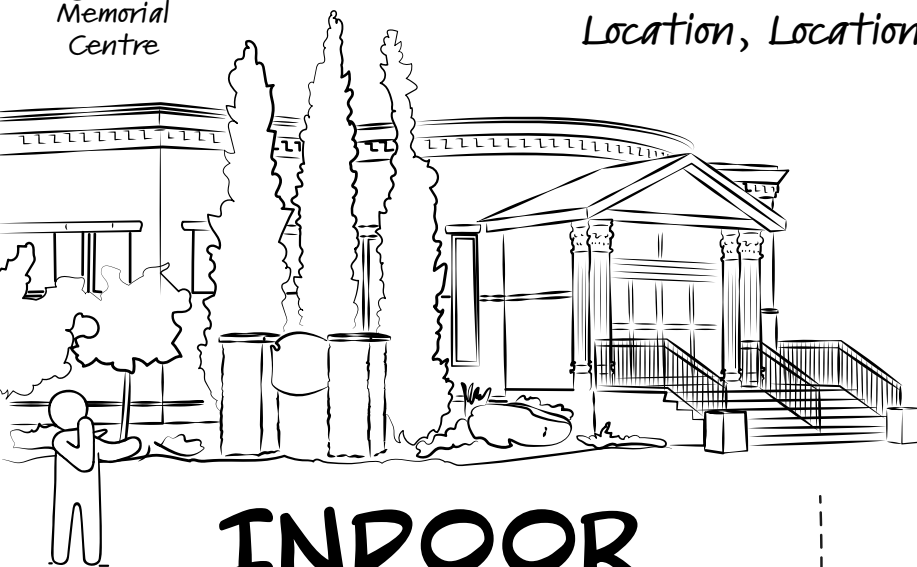


# WHERE?

Highwood  
Memorial  
Centre

*Location, Location, Location!*

George Lane  
Park Gazebo



## INDOOR

*Things to ask the venue:*

- What is the cost?
- How far ahead do I need to book?
- How many people are allowed in the space?
- Do you need a deposit?
- When would I have to cancel so that I can get my deposit back?
- Do you have catering?
- Do you have wifi?
- Do you have power?
- Tell me about your bathrooms.
- How accessible is the space?
- What is the parking like?
- How much decorating is it going to need to get the mood you are looking for?
- Signs
- Decoration (refer to your mood page)
- Lighting and sound

*Will your event be held in a public space?  
You may need a permit check here:*

<https://www.highriver.ca/special-event-application-process/>

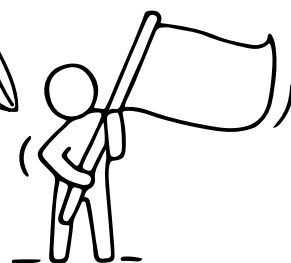
## OUTDOOR

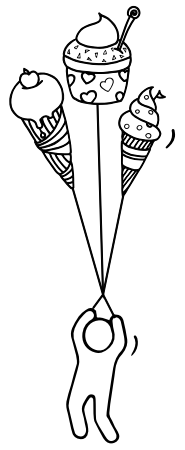
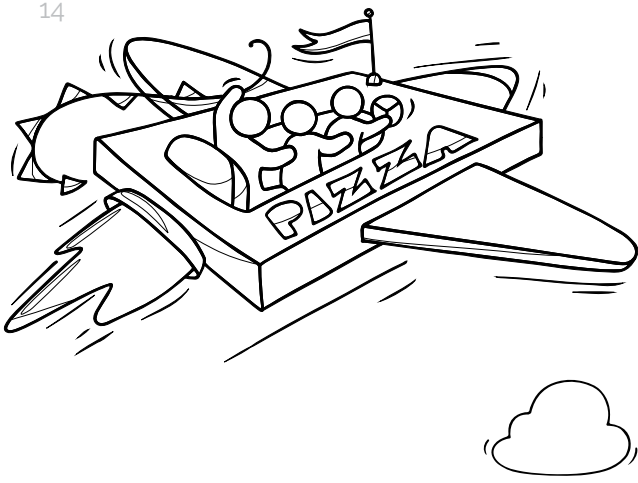
*Things you need to ask:*

- Is it a private or a public space?
- Do you need a permit to use it? There are bylaws for land use, noise and care of trees in High River
- Do you have an alternate location or a way to get out of the weather?
- Are there bathrooms or will you need to supply them?
- Is there power available if needed?
- Things you might need: fencing, chairs, tables, dance floor, garbage can

### CHALLENGE

*Think outside the box  
- where would be a cool  
and unlikely place to  
hold your event?*





*Are you going to have food & drink?*

### *Self Prepared?*

Make sure you follow AHS Guidelines.

### *Food Trucks*

See list in resources.  
Ask about Fire, AHS and Business permits.

### *Catering*

See list in resources.

### *Things You May Need:*

knife/fork/spoons  
garbage bags  
recycling  
napkins  
plates/glasses/cups

### *Liquor License Info*

<https://bit.ly/2J42ion>

### *Taxi Service*

See list in resources.

### *Be Sensitive*

to food allergies,  
preferences, cultural  
considerations and safety.

### *Paid or Volunteer Wait Staff?*

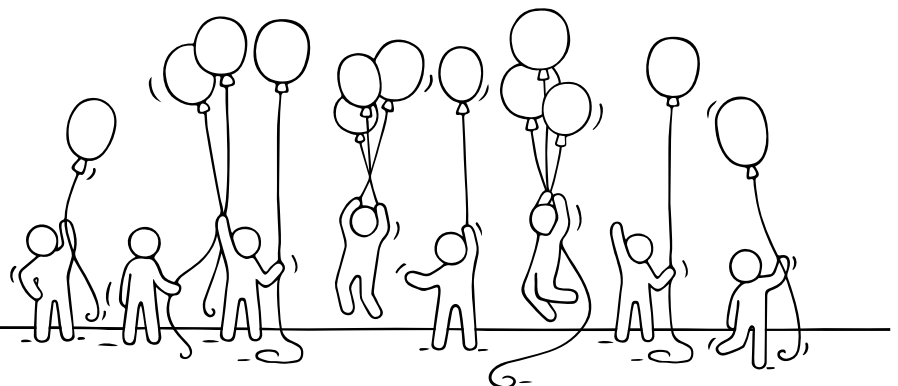
May need  
AGLC Proserve

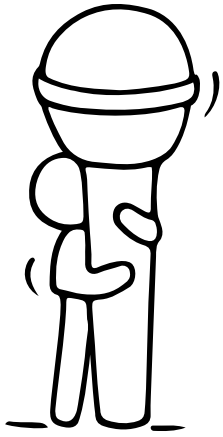
# HAVE FUN

*Food brings us together!*



*When you are mindful you are happier and healthier. Take a moment now to breathe. Notice what you feel, hear, see, taste and smell. Enjoy this moment – here, now. This planning process will be much more fun if you make these quick breaks often – take it all in.*

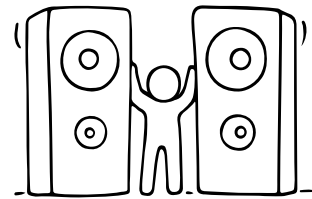




# GUEST SPEAKERS & ENTERTAINMENT

*Choosing a great entertainer, MC or guest speaker:*

- 1 Consider your Budget
- 2 Understand what you want from your guest speaker or entertainer.
- 3 Double check availability
- 4 Consider your audience



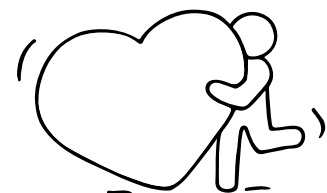
Be sure to ask what equipment they will need at the venue. Assign a volunteer to them.



Book your guest speaker or entertainment before you set your date if you want to make sure they are available

## Things To Think About

- booking
- contract / agreement
- flight/travel
- accommodation
- schedule
- helper assigned to them



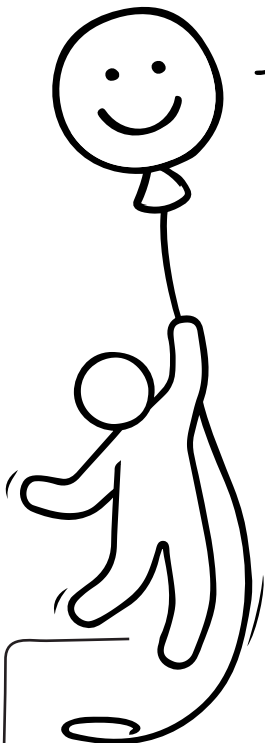
Think local, is there someone from the area who fits your event and already has a following?



# MOOD

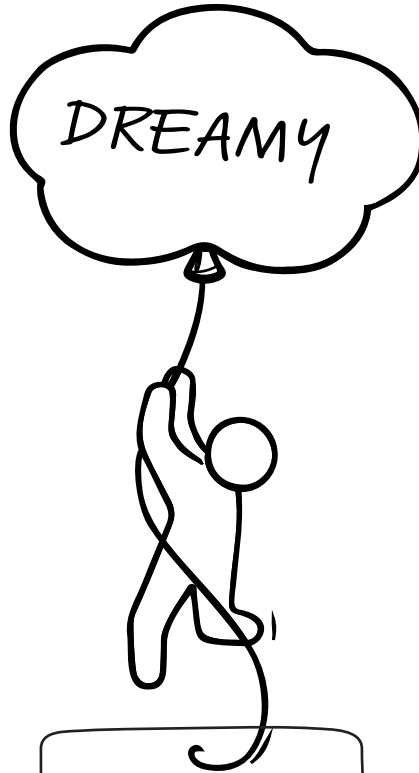
Set the tone with decorations, lighting, food, dress code - be creative

JOYOUS

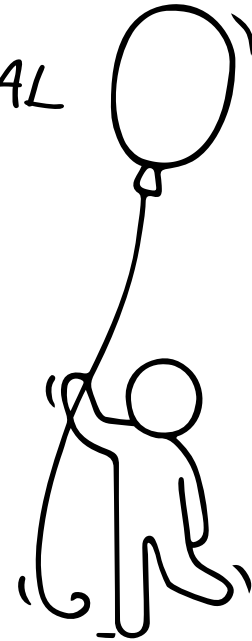


jubilant  
colourful  
heartening  
fun  
playful  
colorful  
upbeat  
enjoyable  
laughing  
smiling  
rapturous  
jocund  
festive  
effervescent  
glad

FORMAL



precious  
light  
delighted  
airy  
heavenly  
colorful  
enchanted  
elegant  
delightful  
floating  
ethereal  
airy



candles  
courtly  
black  
suave  
classic  
violins  
polite  
cultured  
piano  
sophisticated  
mannerly  
elegant  
fine  
classical  
chandelier  
gracious  
urbane  
refined  
polished  
romantic

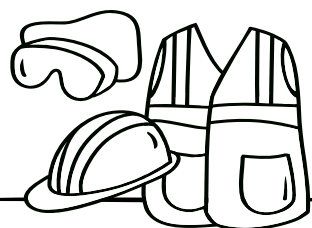




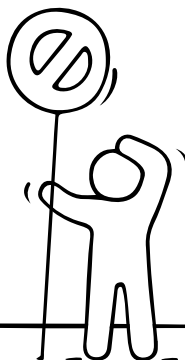
# SAFETY



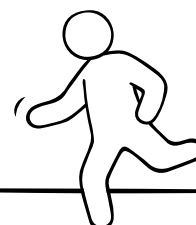
Have a  
safety plan  
- template  
in resources



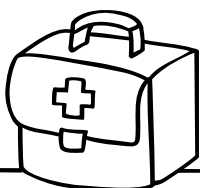
Will you need  
equipment?



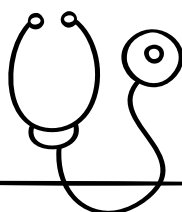
Do you need  
security?  
Fences?



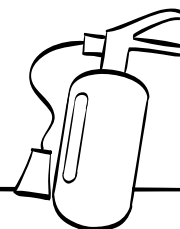
Do you know the  
location of all  
Emergency Exits?



First Aid  
professionals  
or first aid kit?



Emergency  
Services on  
site?



Where is the  
fire extinguisher  
located?



Provide emotional  
safety too!

# Communications

## SHOUT IT FROM THE ROOFTOPS!

*An important part of any event or project is letting people know about it!*

## DON'T FORGET TO INVITE THE MEDIA!

Let our local media know what you are up to - list of local newspaper and radio station contacts and a sample media release are listed in resources. You should be thinking of doing a media release between 2 and 4 weeks before your event.

*Having trouble communicating? When you are frustrated or finding it difficult, communicate up - try a kind of communication that gives you more information - for example if you are having trouble with an email or text - call, with a call - meet in person.*

Have you downloaded the **Our High River APP?** Great place to find your volunteers

## PAID ADVERTISING

in the local papers and on social media maybe something you want to do if you have the budget for it.

In any of your communications think about who you are trying to talk to. Think about the language you use, is it easy to understand? You can get translations from our local immigrant services, or have Literacy for Life look at it - they suggest aiming for Grade 5 literacy for general public.

## POSTERS

Be sure that posters are clear and have all the information people need on them. List of poster locations listed in the resources.

## SOCIAL MEDIA

is a great way to communicate your project or event. Find someone on your team - or contact Our High River - to see how you can make Facebook, Twitter, Instagram, Linked-In, etc work for you!

*#itllbegreat*

## BE NICE.

Think about who your event might impact (neighbors, businesses, etc.) and let them know ahead of time what is going on. THANK YOU' NOTES are a nice touch too.

*you sweet talker, you*

Is there anyone you would like to personally invite? Consider a save the date card. In this digital age a face to face or phone call invitation goes a long way. Sample letters for dignitaries in resources.

Don't forget to put your event on the **Town of High River Event Calendar.**  
[highriver.ca/events/](http://highriver.ca/events/)

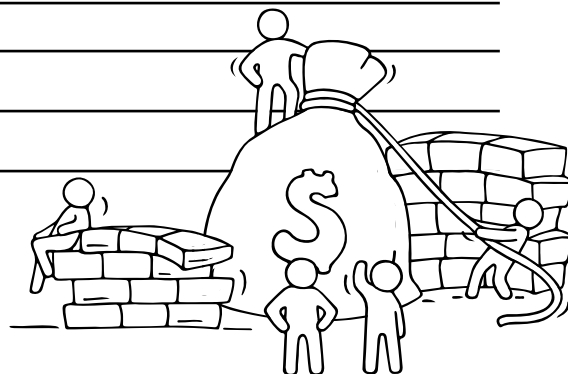


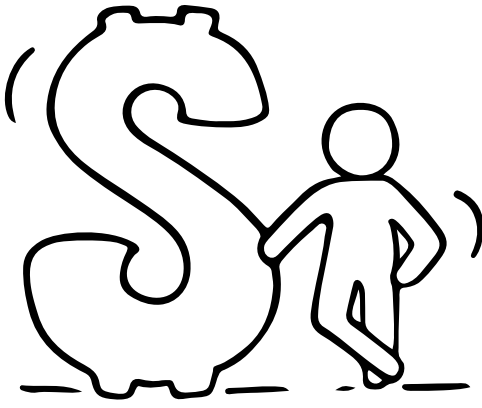
# HOW MUCH IS THIS GOING TO COST?

Do you have money for this? - Will you need to fundraise? - Are there any grants or funders for this?

## BUDGET

Expenses	Estimated Cost
<b>VENUE</b>	
Room/Hall Rental	\$
Furniture Rentals	\$
Equipment Rentals (Speakers, Microphones, etc.)	\$
Decorations	\$
Signage	\$
<b>REFRESHMENTS</b>	
Food	\$
Drinks	\$
Other	\$
<b>PROGRAM</b>	
Presenters	\$
Performers	\$
Presenter/Performer Travel	\$
Presenter/Performer Accommodations	\$
<b>PROMOTION</b>	
Paid Advertising	\$
Web Development	\$
Special Offers/Giveaways	\$
<b>MISCELLANEOUS</b>	
Name Tags/Badges	\$
Printed Agendas/Programs	\$
Swag (Stickers, Keychains, etc.)	\$
Stationary/Pens/Pencils	\$
Other:	\$
<b>GRAND TOTAL</b>	<b>\$</b>





# FUNDRAISING

## What makes cents?

Fundraisers are an event themselves so you can use the playbook to organize that as well. Here are some ideas to get you going.

### GRANTS

Usually available to non-profits – are you one or could you partner with one? Do an internet search for the grants that might be available for what you want to do.

### RAFFLES

AGLC has guidelines and licensing around raffles <https://aglc.ca/gaming/charitable-gaming/licences/raffle-10000-and-less>

### CROWDSOURCING

Use social media (Facebook) or a crowdsourcing platform to generate funding online.

### SERVICE GROUPS

High River has several service groups that may have funds for what you want to do.

### SALES

Garage sale, bake sale, used clothing sale, partner with a business or sell something (meat, flowers, chocolates) service – car wash – again you may need an AGLC license

### SPONSORSHIPS

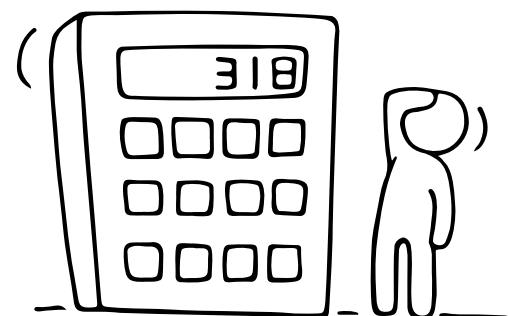
Find a business or benefactor who believes in what you want to do

### HOLD AN EVENT

Gala, golf tournament, dance/yoga/skate/swimathon, get creative.

### PARTNERSHIPS

Contact the Chamber of Commerce with your idea and see if there is a business who'd like to work with you.





**WATER INTAKE!**  
Wherever you  
have people,  
have water



# IT'S HERE THE BIG DAY!

What's Happening      Who's Responsible      What's Needed

8

9

10

11

12

1

2

3

4

5

6

7

8

*On the day of your event or  
launching your project you may  
want to:*

- Checklist
- Contact List
- Agenda/Timetable
- Look after your volunteers  
(water, plan, someone they  
can contact with questions)

## HAVE FUN

Take a moment to take it all in  
and celebrate the work and  
persistence it's taken to get to this  
point!

## AFTER

*Gather your team and look at:*

- How did it go?
- Would you do it again?
- What was the best part?
- What would you do  
differently?



## MEASURING SUCCESS

- What successes did you enjoy?
- Did everyone stay safe?
- Was it well attended?
- Did attendees enjoy themselves?
- Is it worth doing again?
- Capture the learnings from your  
event to make it easier for the next  
person or group who wants to do it.

# RESOURCES

*These pages are subject to change* - if you see additions needed or resources that are no longer available please message us at [ourhighriver@gmail.com](mailto:ourhighriver@gmail.com)

**Town of High River Special Events** (events on public property):  
<https://www.highriver.ca/special-event-application-process/>  
 Janelle Kennedy

**Community Development Coach**  
[jkennedy@highriver.ca](mailto:jkennedy@highriver.ca)  
 403-603-3447

*Marketing, Design, Printing & Promotional Material:*

**AJ's Trophies and Engraving**  
[www.ajtrophies.com](http://www.ajtrophies.com) | 403 652 4446

**Highwood Printing**  
[www.highwoodprinting.com](http://www.highwoodprinting.com) | 403 652 3101

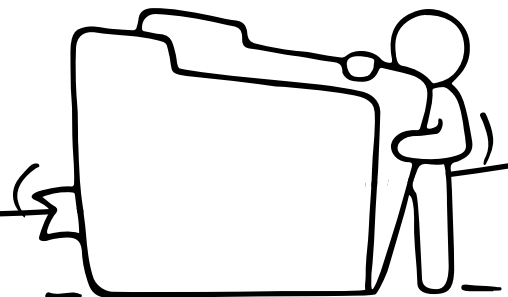
**Foothills Signs**  
[www.foothillssigns.com](http://www.foothillssigns.com) | 403 652 1010

**Foothills Custom Promotionals**  
[www.foothillscustompromotionals.ca](http://www.foothillscustompromotionals.ca) | 587-320-1474

**Freshly Pressed**  
[www.freshly-pressed.ca](http://www.freshly-pressed.ca) | 403-616-3716

**Fly's Etc.**  
[www.flysetc.ca](http://www.flysetc.ca) | 403-601-6120

**J R Trophies**



# RESOURCES

**Alberta Health Services (Food Safety):**

<https://www.albertahealthservices.ca/eph/Page13999.aspx>

*Alberta Liquor and Gaming Control:*

**Gaming** (raffles, etc.): <https://aglc.ca/gaming/charitablegaming/licences>

**Liquor** <https://aglc.ca/liquor/liquor-licences/applying-licence/liquorlicences-private-special-events>

*Event Planners:*

**Envious Events** - 403 6011674

**Inspired Events and Catering** - 403 605 7753

*High River Service Groups and Organizations:*

Highwood Lions Club

Independent Order of Oddfellows

Kinettes

Kinsmen Club

Masons

Newcomers Club

Optimist Club of High River

Activettes

Rebekah Lodge #129

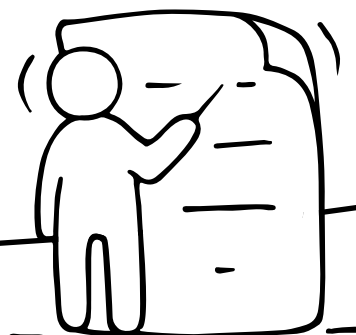
Rotary Club

*Templates:*

Media Release

Formal Invite for Dignitaries

Safety Plan



# RESOURCES

## Videos:

Social Media tips and tricks with Jody Seeley

## Venues:

Culture Centre

(403) 652-2110

<https://www.highriver.ca/culture-centre/>

Ramada

(403) 603-3183

<http://www.guestreservations.com/about/contact>

Memorial Centre

(403) 652-4404

[office@highwoodmemorialcentre.com](mailto:office@highwoodmemorialcentre.com)

<http://www.highwoodcentre.com/>

## Churches

Anglican Highwood Parish

(403) 652- 2271

[dbeaman8@telus.net](mailto:dbeaman8@telus.net)

<https://www.joinmychurch.com/churches/Anglican-Highwood-Parish-High-River-Alberta-Canada/1074>

Bahai Faith

(403) 652-1329

Christian Reformed Church

403) 652- 7179

[admin@highrivercrc.ca](mailto:admin@highrivercrc.ca)

<https://www.crcna.org/churches/624>





# RESOURCES

Church of Jesus Christ Latter Day Saints  
(403) 652-4141

Full Gospel Church  
(403) 652-2633  
[info@hrfgc.org](mailto:info@hrfgc.org)  
<http://hrfgc.org/> **f** - [@fgchighriver](#)  [@fgchighriver](#)

Good Shepherd Lutheran  
Phone Number :( 403) 652-2992  
[gslchr@telus.net](mailto:gslchr@telus.net)  
<http://www.gslchr.ca/>

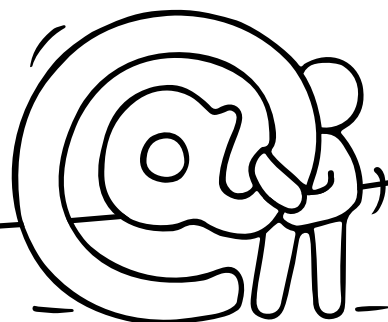
High River Alliance Church  
Phone Number: (403) 652-4170  
<https://highriverchurch.com/>

High River Baptist Church  
(403) 652-2985  
[office@hrbaptist.ca](mailto:office@hrbaptist.ca)  
<http://www.hrbaptist.ca/contacts/>

High River United Church  
(403) 652-3168  
<http://www.highriverunitedchurch.org>

Jesus Rock of Ages Church  
(403) 923- 5466  
[bautistajhon3@gmail.com](mailto:bautistajhon3@gmail.com) and [mhie.jram.edu@gmail.com](mailto:mhie.jram.edu@gmail.com)  
<http://jesusrockofagesministries.com/jram-ab-highriver/>

St. Francis de Sales Catholic Church  
(403) 652-2203  
[francisdesales@shaw.ca](mailto:francisdesales@shaw.ca)  
<http://sfshighriver.com>



# RESOURCES

The Salvation Army Foothills Church  
(403) 652-2195

Co-op Community Room

Literacy for Life Board Room  
(403) 6525090  
[info@litforlife.com](mailto:info@litforlife.com)  
<http://www.litforlife.com/contact-us.php>

## Schools

Foothills School Division No. 38  
École Secondaire Highwood High School  
(403) 652-5500  
[highwood@fsd38.ab.ca](mailto:highwood@fsd38.ab.ca)  
<https://highwood.fsd38.ab.ca/>

Joe Clark  
(403) 652-2020  
[joeclark@fsd38.ab.ca](mailto:joeclark@fsd38.ab.ca)  
<https://joeclark.fsd38.ab.ca/>

Senator Riley  
(403) 652-2346  
[senator@fsd38.ab.ca](mailto:senator@fsd38.ab.ca)  
<https://senatorriley.fsd38.ab.ca/>

Spitzee Elementary School  
(403) 652-2376  
[spitzee@fsd38.ab.ca](mailto:spitzee@fsd38.ab.ca)  
<https://spitzee.fsd38.ab.ca/>



# RESOURCES

Christ the Redeemer Catholic Schools  
 Holy Spirit Academy  
 403-652-2889  
<http://www.holyspiritacademy.ca/Contact.php>

Notre Dame Collegiate  
 403-652-2231  
<http://www.notredamecollegiate.ca/Contact.php>

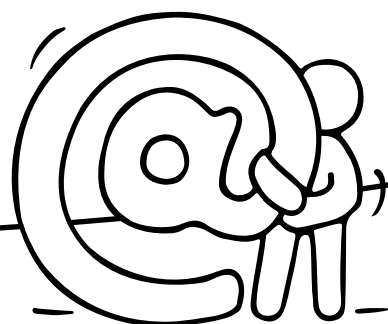
St. Luke's Outreach  
 403-652-1919  
<http://www.stlukesoutreach.ca/Contact.php>

Bow Valley College  
 (403) 441-2399  
[bvcfoothills@bowvalleycollege.ca](mailto:bvcfoothills@bowvalleycollege.ca)  
<https://bowvalleycollege.ca/schools/regional-stewardship/campuses/high-river>

Academy of Learning:  
 403-652-2116  
[academyoflearning@highriver.net](mailto:academyoflearning@highriver.net)  
[http://www.academyoflearning.com/locations\\_alberta\\_high\\_river.html](http://www.academyoflearning.com/locations_alberta_high_river.html)

High River Library  
 (403) 652-2917  
[maryz@highriverlibrary.ca](mailto:maryz@highriverlibrary.ca) (director)  
[library@highriverlibrary.ca](mailto:library@highriverlibrary.ca) (general inquiries)  
[library@highriverlibrary.ca](mailto:library@highriverlibrary.ca)

Wales Theatre  
 (403) 561-3787  
[stkidwai@gmail.com](mailto:stkidwai@gmail.com)  
<http://www.walestheatre.com>



# RESOURCES

Shepherd Family Park

(403) 652 1128

<http://www.sheppardfamilypark.com/>

Bob Snodgrass Recreation Complex

403-652-4042

[parksandrec@highriver.ca](mailto:parksandrec@highriver.ca)

<https://www.highriver.ca/bob-snodgrass-recreation-complex-and-cargill-field-house/>

4th Street

Available for street festivals and parties (contact Town of High River)

## *Community Communication Inventory*

### **Print**

Gateway Gazette

<https://panopticnews.com/gateway-gazette>

(403) 933-4283

Town Crier

[communications@highriver](mailto:communications@highriver)

High River Times

<https://www.highrivertimes.com/>

403) 652-2034

Western Wheel

<https://www.westernwheel.com>

403-938-6397



# RESOURCES

## Online

[Town of High River Event Calendar](#)

[High River Online](#)

Town of HR and Our High River Facebook, Twitter

[Chamber of Commerce Website](#)

[Cool Little Towns Website](#)

## Bulletin Boards

FCSS (Charles Clarke Building)

Bob Snodgrass Recreation Complex

Town of High River Office

Hospital

Parentlink

Sobey's

Culture Centre

Friendship Centre

Co-op

Colossi's

Museum of the Highwood

Home Hardware

Churches and Business's

Memorial Centre

## LED signs

Bob Snodgrass Recreation Complex (town events take precedence)

Memorial Centre (only Memorial Centre events)

Highwood High School

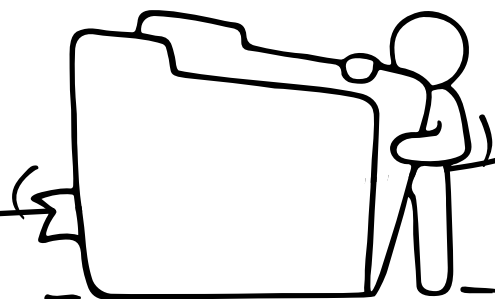
Heritage Inn

## Radio

Sun Country - [Golden West Radio](#)

The Eagle - Golden West Radio

AM 1140 - Golden West Radio



# PLAYBOOK EVALUATION

How did you work with this toolkit

Online?    Hard copy?    Both?

Is this your first time using this toolkit?

Yes    No

Was this your first event?

Yes    No

If no, please indicate how many times your event has occurred?

Was the toolkit helpful to you and your team?

Yes    No

Please explain:

What was most helpful?

What was least helpful?

Will you use the event toolkit again?

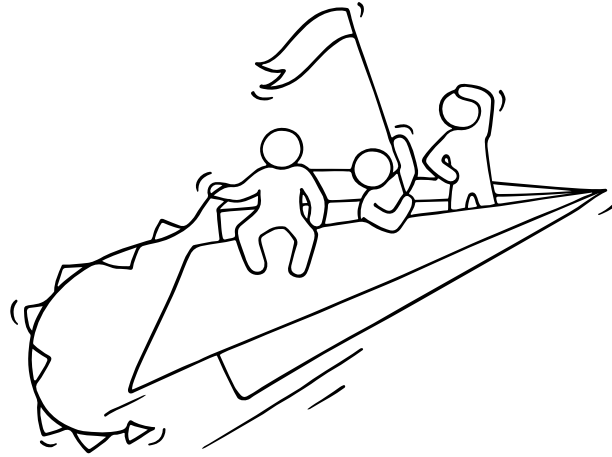
Yes    No

Please explain:

Will you recommend this toolkit to other groups?

Yes    No





See you  
**NEXT TIME!**

[ourhighriver.ca](http://ourhighriver.ca)

