COMMUNITY PLANNING DOCUMENT

Trip Number:

Event Locations:

NOTE: CONFIRM VENUE AVAILABILITY BEFORE MOVING FORWARD WITH PLANNING

1 PLANNING NOTES

Note: Include any notes on approaches taken to making contact with the community; contacting chief and council etc. Please note any deviations from general strategy to approaching communities. It will also be important to make note of these in our team meetings so we can incorporate these into future planning.

2 TRIP TRAVEL

2.1 ITINERARY

Date		Start Time	Location	End Time	Location
	Travel	8:00am	Saskatoon	2:30 pm	community
	Event	5:30 pm	community	8:30pm	
	Travel	8:00 am		11:00 am	Second community
	Event	12:00 pm	Second community	3:00 pm	
	Travel	4:00 pm		10:30 pm	Saskatoon

To Do	Notes	Initials
Flight Request to Patty/Karen		
Hotel Request to Patty/Karen		
Vehicle Request to Patty/Karen		
Itinerary to Patty/Karen		
Field Safety Plan		

2.2 FLIGHT

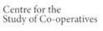| Date of Travel	Flight Number	Airline	Confirmation Number	Departure Location/Time	Arrival Location/Time

2.3 HOTEL

Information	Hotel 1	Hotel 2	Hotel 3	Hotel 4
Hotel Name				
Location/Address				
Phone Number				
Confirmation Number				
Check in date				

Check out Date				
Total Cost				
Method of Payment				
Notes				
Receipt Submitted				
MC paid (if applicable)				

2.4 CAR RENTAL

Information	Notes	Initials
Car Rental Company		
Pick Date		
Pick up Location/Address		
Drop off Date		
Drop off Location/Address		
Special Instructions (4x4)		
Confirmation Number		
Cost		
Method of Payment		
Receipt Submitted		
MC paid (if applicable)		

3 POSTERS

Location	Send to Designer	Initials	Sent to printer	Initials	Send to Community	Initials	Contacts (name, address)

4 MEETING MATERIALS

4.1 ITEMS TO PRINT

Item	Qty.	Initials
Agenda		
Evaluation Form		
Note-taker Confidentiality Forms		
Consent Forms		
Moderator Guide		
Plotting		
Maps		
8x10 Solutions worksheets		
Note-taker Instructions		
Sign in sheets		
Fact Sheets		
Co-op Toolkit		
Frequently Asked Questions Sheet		

4.2 SUPPLIES

Item	Qty.	Initials
Ground Rules Poster	1	
Definitions Poster	1	
Solutions Poster	2-3	
Plot Poster	1	
Pens		
Name Tags		
Dry Erase Markers		
Notepads		
Centre Signage		
Stickers		

5 EVENT NAME 1

5.1 COMMUNITY NAME 1

5.1.1 BACKGROUND INFORMATION

5.1.1.1 DEMOGRAPHICS
(information from Hao Tao)

5.1.1.2 GOVERNANCE
(Mayor, Chief, Métis local, Tribal Council)

5.1.1.3 ECONOMIC DEVELOPMENT
(Existing corporations, key industries, Major employers)

5.1.1.4 COOPERATIVES
(Existing Financial/ grocery etc.)

5.1.2 COMMUNITY CONTACTS

5.1.2.1 MAIN CONTACT

5.1.2.2 MAIN CONTACT

5.1.3 COMMUNICATIONS

5.1.3.1 SUGGESTED MEDIUMS
- Social Media (Facebook, Twitter)
- Community Website
- Local Newspaper
- Local Newsletter
- Radio Station
- Northern Scroll
- Bingo

- Community Events

5.1.3.2 SUGGESTED CONTACTS

- Mayor
- Council
- Chief
- Council
- Metis Local
- Schools (k-12, post sec)
- Libraries
- Community Boards
- Cooperative
- Local Activists
- Community Groups
- Chamber of Commerce
- Friendship Centres
- Health
- Tourism
- Church/Religious Groups
- Seniors Groups
- Lions/Kinsmen etc.
- NGO's
- Recreation Groups
- Local Businesses
- Bingo Groups
- Career Centres
- Development Corps
- Credit Unions

5.2 COMMUNITY NAME 2

5.2.1 BACKGROUND INFORMATION

5.2.1.1 GOVERNANCE
(Mayor, Chief, Métis local, Tribal Council)

5.2.1.2 ECONOMIC DEVELOPMENT
(Existing corporations, key industries, Major employers)

5.2.1.3 COOPERATIVES
(Existing Financial/ grocery etc.)

5.2.2 COMMUNITY CONTACTS

5.2.2.1 MAIN CONTACT

5.2.2.2 MAIN CONTACT

5.2.3 COMMUNICATIONS

5.2.3.1 SUGGESTED MEDIUMS

- Social Media (Facebook, Twitter)
- Community Website
- Local Newspaper
- Local Newsletter
- Radio Station
- Northern Scroll
- Bingo
- Community Events

5.2.3.2 Suggested Contacts

- Mayor
- Council
- Chief
- Council
- Metis Local
- Schools (k-12, post sec)
- Libraries
- Community Boards
- Cooperative
- Local Activists
- Community Groups
- Chamber of Commerce
- Friendship Centres
- Health
- Tourism
- Church/Religious Groups
- Seniors Groups
- Lions/Kinsmen etc.
- NGO's
- Recreation Groups
- Local Businesses
- Bingo Groups
- Career Centres
- Development Corps
- Credit Unions

5.3 Caterer

Information		Initials
Contact Name		
Contact Number		
SIN		
Address		
Date to Confirm Numbers		
Total Cost		
Notes		
Caterer Numbers confirmed (date, #)		
Date invoice sent to Patty		
Method of Payment		
Receipt Received and given to Patty		

5.4 Venue

Information		Initials
Venue Name		
Venue Address		
Contact Name		
Contact Number		
Deposit ($, Date deadline)		
Total Cost		
Notes		
Arrange arrival details (keys etc.)		
Closing details (clean up, return keys etc.)		
Deposit returned (y/n)		
Date invoice sent to Patty		
Method of Payment		
Receipt Received and given to Patty		

5.5 Note-takers

Information		Initials

Note-taker Name		
Contact Number		
SIN		
Address		
Confirm attendance		
Total Cost		
Date invoice sent to Patty		
Confirm service req submitted		

Information		Initials
Note-taker Name		
Contact Number		
SIN		
Address		
Confirm attendance		
Total Cost		
Date invoice sent to Patty		
Confirm service req submitted		

5.6 ELDERS

Information		Initials
Elder Name		
Contact Number		
SIN		
Address		
Confirm attendance		
Total Cost		
Date invoice sent to Patty		
Confirm paperwork submitted		
Traditional Items purchased		

5.7 GIFT CARD

Information		Initials
Community Suggestion on GC		
Purchase Date		
Receipt Submitted to Patty		
Method of Payment		
Pay MasterCard (if applicable)		

6 EVENT NAME 2

6.1 COMMUNITY NAME 1

6.1.1 BACKGROUND INFORMATION

6.1.1.1 DEMOGRAPHICS
(information from Hao Tao)

6.1.1.2 GOVERNANCE
(Mayor, Chief, Métis local, Tribal Council)

6.1.1.3 ECONOMIC DEVELOPMENT
(Existing corporations, key industries, Major employers)

6.1.1.4 COOPERATIVES
(Existing Financial/ grocery etc.)

6.1.2 COMMUNITY CONTACTS

6.1.2.1 MAIN CONTACT

6.1.2.2 MAIN CONTACT

6.1.3 COMMUNICATIONS

6.1.3.1 SUGGESTED MEDIUMS
- Social Media (Facebook, Twitter)
- Community Website
- Local Newspaper
- Local Newsletter
- Radio Station
- Northern Scroll
- Bingo
- Community Events

6.1.3.2 SUGGESTED CONTACTS
- Mayor
- Council
- Chief
- Council
- Metis Local
- Schools (k-12, post sec)
- Libraries
- Community Boards
- Cooperative
- Local Activists
- Community Groups
- Chamber of Commerce
- Friendship Centres
- Health
- Tourism
- Church/Religious Groups
- Seniors Groups
- Lions/Kinsmen etc.
- NGO's
- Recreation Groups
- Local Businesses
- Bingo Groups
- Career Centres
- Development Corps
- Credit Unions

6.2 COMMUNITY NAME 2

6.2.1 BACKGROUND INFORMATION

6.2.1.1 GOVERNANCE
(Mayor, Chief, Métis local, Tribal Council)

6.2.1.2 ECONOMIC DEVELOPMENT
(Existing corporations, key industries, Major employers)

6.2.1.3 COOPERATIVES
(Existing Financial/ grocery etc.)

6.2.2 COMMUNITY CONTACTS

6.2.2.1 MAIN CONTACT

6.2.2.2 MAIN CONTACT

6.2.3 COMMUNICATIONS

6.2.3.1 SUGGESTED MEDIUMS
- Social Media (Facebook, Twitter)
- Community Website
- Local Newspaper
- Local Newsletter
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- Community Events

6.2.3.2 SUGGESTED CONTACTS
- Mayor
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- Seniors Groups
- Lions/Kinsmen etc.
- NGO's
- Recreation Groups
- Local Businesses
- Bingo Groups
- Career Centres
- Development Corps
- Credit Unions

6.3 CATERER

Information		Initials
Contact Name		

Contact Number		
SIN		
Address		
Date to Confirm Numbers		
Total Cost		
Notes		
Caterer Numbers confirmed (date, #)		
Date invoice sent to Patty		
Method of Payment		
Receipt Received and given to Patty		

6.4 VENUE

Information		Initials
Venue Name		
Venue Address		
Contact Name		
Contact Number		
Deposit ($, Date deadline)		
Total Cost		
Notes		
Arrange arrival details (keys etc.)		
Closing details (clean up, return keys etc.)		
Deposit returned (y/n)		
Date invoice sent to Patty		
Method of Payment		
Receipt Received and given to Patty		

6.5 NOTE-TAKERS

Information		Initials
Note-taker Name		
Contact Number		
SIN		
Address		
Confirm attendance		
Total Cost		
Date invoice sent to Patty		
Confirm service req submitted		

Information		Initials
Note-taker Name		
Contact Number		
SIN		
Address		
Confirm attendance		
Total Cost		
Date invoice sent to Patty		
Confirm service req submitted		

6.6 ELDERS

Information		Initials
Elder Name		
Contact Number		
SIN		
Address		
Confirm attendance		
Total Cost		
Date invoice sent to Patty		
Confirm paperwork submitted		
Traditional Items purchased		

6.7 GIFT CARD

Information		Initials
Community Suggestion on GC		
Purchase Date		
Receipt Submitted to Patty		
Method of Payment		
Pay MasterCard (if applicable)		

7 CLOSING OUT

Task	Date Completed	Initials
Confirm all receipts/invoices submitted		
Transcribe Note-taker notes		
Transcribe Possible Solutions		
Complete Field Notes-Lead		
Complete Field Notes-Second		
Complete Field Notes-Third		
Compile Email Address from Consent forms		
Transcribe evaluation form		
Add Pre-registration attendees to master list		
File Consent Forms, Plot, Confidentiality Forms, Evaluation Forms		
Send thank you cards to Main Contact(s)/Elder		
Confirm Note-takers and Elder have been paid		

8 NVIVO CLOSING OUT

Lead	Completed	Second	Completed
Source Classification (for each document as imported)		Source Classification (for each document as imported)	
Note taker 1 coding		Note taker 1 coding	
Note taker 2 coding		Note taker 2 coding	
Field notes 1 coding		Field notes 1 coding	

Field notes 2 coding		Field notes 2 coding	
Possible Solutions Template coding		Possible Solutions Template coding	
Planning Notes coding		Planning Notes coding	
Queries (for each document)		Queries (for each document)	