

Sample timetable Community Planning Weekend

5-Day Event spanning weekend
Local hosts, professional team
Specific public sessions



Team
Organisation
Hosts
Sponsors
Invited experts
General Public

DAY 1 THURSDAY BRIEF

					08.00	Setting up	Room arrangements. Delivery of equipment and supplies. Erection of banners and signs
					12.00	Team assemblies	Arrangements
					13.00	Buffet lunch	Welcome by hosts, sponsors etc.
					14.00	Reconnaissance	By team of area – bus / train / plane / foot
					16.00	Political briefings	By local politicians
					17.00	Community briefings	By local inhabitants
					18.00	Technical briefings	By planners, engineers, developers etc.
					19.00	Team briefing	By chairperson on Team working process
					19.30	Launch event (optional)	Public meeting and/or dinner/reception

DAY 2 FRIDAY ISSUES

					09.00	Team briefing and preparation	
					10.00	Setting the scene	Presentations by local interests
					13.00	Topic workshop	Open to all, punctuated by lunch and tea breaks. Several parallel topic-based groups or one single plenary ending with plenary report back.
					17.00	Team review	Detailed problem definition
					18.00	Breather	Minute writing, reading, exercise.
					20.00	Team dinner	

DAY 3 SATURDAY
SOLUTIONS

					09.00	Team briefing and preparation	
					10.00	Report back on Day 2	By chairperson and/or Team members
					10.30	Lessons from elsewhere	Presentation by team members
					12.00	Design workshop	Open to all, punctuated by lunch and tea breaks and ending with a plenary report back in parallel groups of 10-15
					17.00	Team review	Developing central themes
					18.00	Breather	Minute writing, reading, exercise.
					19.00	Team brainstorm dinner	Imaginative solutions

DAY 4 SUNDAY
TEAM WORKING

					10.00	Team preparation	
					11.00	Team editorial meeting	Report, presentation and production structure
					12.00	Report presentation and production	Writing, editing, drawing, Powerpoint show. Review meetings as necessary. Team only. Sleep and eat as and when.

DAY 5 MONDAY
PRESENTATION

					07.00	Printers deadline	Report and/or broadsheet to printers
					All day	Presentation preparation	Image and text selection. Exhibition mounting. Hall arrangements.
					All day	Clearing up	Tidying up, packing equipment and supplies
					17.30	Press briefing	
					19.00	Public presentation	Powerpoint show followed by discussion and formal thanks. Distribution of report or broadsheet
					18.00	Farewell social event	