Metro Affordable Housing Bond
Event reporting worksheet

January 2020

Use this worksheet to document individual events and activities which engage communities of color and other historically marginalized community members to shape project outcomes for the Metro Affordable Housing Bond.

Activity description

Date of activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of engagement activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of engagement activity

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Purpose of the activity:

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Partners (Community-based organizations, advocacy groups, social service organizations, consultants, etc.) involved with the activity.

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Describe the nature of involvement by each partner:

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Invitations & outreach

Who was the intended audience for this activity?

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How potential participants were made aware of the activity?

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Participation

Total number of people in attendance (not including staff or elected officials).

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Demographic information of participants.

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Feedback received about the event from staff and participants.

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Feedback received

Main themes heard from participants.

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Other topics raised:

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Next steps

How will the feedback be used to shape project outcomes?

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