



## Activity Plan Template

This template is provided to assist you in planning and implementing your activity.

Completing this template is not compulsory but it may assist you in managing tasks associated with your activity.

If you have any questions or require additional assistance regarding this template or Penrith City Council Community Funding, please contact us at 4732 7777 or refer to the [Grants - Penrith City Council \(nsw.gov.au\)](https://www.penrith.nsw.gov.au/grants) webpage for contact information specific to each funding opportunity.

| No. | Task Name          | Start Date | End Date | Status<br>(not started, in progress, complete) | Comments   |
|-----|--------------------|------------|----------|--|--|
| 1   | Activity promotion | 7/2/25     | 30/3/25  | In progress                                    | Flyer designed and printed, developed distribution plan, distribution yet to be completed. |
| 2   |                    |            |          |  |  |
| 3   |                    |            |          |  |  |



| No. | Task Name | Start Date | End Date | Status<br>(not started, in progress,<br>complete) | Comments |
|-----|-----------|------------|----------|---|----------|
| 4   |           |            |          |   |          |
| 5   |           |            |          |   |          |
| 6   |           |            |          |   |          |
| 7   |           |            |          |   |          |
| 8   |           |            |          |   |          |
|     |           |            |          |   |          |



| No. | Task Name | Start Date | End Date | Status<br>(not started, in progress,<br>complete) | Comments |
|-----|-----------|------------|----------|---|----------|
| 9   |           |            |          |   |          |
| 10  |           |            |          |   |          |
| 11  |           |            |          |   |          |
| 12  |           |            |          |   |          |