



**Tour location:**

**Date**

**Time**

**1. Citizen Planner Contact:** *Your name here*

**Email:** *Your email here*

**Phone:** *(Optional)*

**2. Brief description of event:** What is your idea? Explain how it is relevant to Citizen Planners, i.e. “what’s in it for them”?

**3. Planning your tour route:**

- When and where will you begin?
- When and where and will you end?
- Where will you stop? Most routes include 3-7 stops or points of interest.
- How long is your route? How much time, about how many miles?
- Do you have a topic or theme?
- Consider accessibility of your route.
  - o Can you include shady spots for resting?
  - o Are there barriers to someone’s ability to participate along your route, such as curbs, staircases, gates, or terrain?

**4. Participants:**

- Who is invited: Citizen Planners or anyone who is interested?
- Do you want to limit it to a certain number of participants? How many?

**5. Site Information:**

- Meet-up spot:
- If the site is hard to find, are there landmarks people can use to find it?
- Parking information:
- CPI can provide transportation information.

**6. Event promotion**

- Make an event flyer. You can use [Canva.com](https://www.canva.com), an easy and free tool for making flyers and graphics.
- CPI will make an event on Ticketleap or Eventbrite so people can RSVP online.
- CPI will promote the event on Twitter, CPI Facebook group, and in an email to Citizen Planners.

**7. Do you need any additional support from us – Ariel and Donna?** Note questions/concerns below.