



# Anchored Life

## Location Planning Sheet

This planning sheet is to be completed by the Secretary at the location during your location's video-conference consultation time with your assigned A4L Learning Consultant. Once completed, please submit it to the A4L Learning Consultant and CC yourAdvisers by the completion of the video conference.

Location Name: \_\_\_\_\_

A4L Learning Consultant Email Address: \_\_\_\_\_

### Positions

- Admin POC
- Two (2) Advisers
- 16-20 Team Leaders
- Leadership Committee

Plan to keep all positions filled:

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## Features Structure Options

Meetings

Plan Updates

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Tours

Plan Updates

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REALTALK

Plan Updates

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A4L Kits

Plan Updates

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## A4L Location Planning Sheet (continued)

Quotes

Plan Updates

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Service Projects

Plan Updates

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Support (Adviser Support and Showcase)

Plan Updates

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### Meetings Structure Options

Large Group Meetings (All Team Leaders)

Plan Updates

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## A4L Location Planning Sheet (continued)

Leadership Committee Meetings

Plan Updates

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### Additional Structure Options

Adviser Support

Plan Updates

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Monthly Activity Report (submitted by the Secretary)

Plan Updates

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**Monthly Activity Reports are due on the last of each month.**

**Plan for timely submission to A4L each month.**