[Insert picture from event]

Example below

[Event title]: SUMMARY REPORT

[Location]

[Day, Month, Date, Year]

[HH:MM] AM to [HH:MM} PM

Prepared by: [Organization] on [Month, Date, Year]

1. Introduction

This report documents the event summary for the SCAG *Go Human* activation using the Kit of Parts at the [Location]. The Event Summary Report Plan includes the following components:

* + Event overview
	+ Event goals and objectives
	+ Event activities
	+ Community participation
	+ Community feedback
	+ Next steps
	+ Photo documentation
1. Event Overview

What: [Event description]

*When*: [Day, Month, Date, Year] | [HH:MM] AM to [HH:MM} PM

Where: [Location]

Who: [Organization], Southern Association of Governments (SCAG), [Community partners 1], [Community partners 2], [Community partners 3], etc.

1. Event Goals and Objectives

Goals:

Objectives:

1. Event Activities

[Event tagline] includes many exciting activities. They are described below. The Site and Signage Plan that follows the description shows the location of each activity.

1. Safety Demonstration Elements
	1. Kit of Parts Element #1 & Description
	2. Kit of Parts Element #2 & Description
	3. Kit of Parts Element #3 & Description
	4. Etc.
2. Stations
	1. Station #1 & Description
	2. Station #2 & Description
	3. Station #3 & Description
	4. Etc.
3. Other Activities
	1. Activity #1 & Description
	2. Activity #2 & Description
	3. Activity #3 & Description
	4. Etc.
4. Community Participation

# of Attendees

Statistics of community participants retrieved from the survey. Examples include:

* XX% live in [City]
* XX% traveled around the community by walking
* XX% have never attended a community meeting hosted to discuss transportation topics
* XX% traveled to event using active transportation
1. Community Feedback

# of Surveys Collected

Statistics of community participants that support the Kit of Parts elements. Examples include:

* XX% support the protected bike lanes
* XX% support the parklets
* XX% support the artistic crosswalks
* XX% support the curb extensions

Top 3 Desired Walking Improvements

1. Improvement #1
2. Improvement #2
3. Improvement #3

Top 3 Desired Bicycling Improvements

1. Improvement #1
2. Improvement #2
3. Improvement #3
4. Next Steps

Examples of next steps from the South El Monte *Go Human* Activation:

* Utilize community feedback received at the event to inform the final design for bike infrastructure on Santa Anita Avenue.
* Use the support gained from Streets of Gold to plan for more pedestrian and bike infrastructure in the City of South El Monte.
* Leverage event documentation materials such as event photography and videography to continue educating residents, employers/ employees, and visitors about walking and biking safety and encouraging them to walk and bike more.
* Capitalize on the community support received to seek grant funding opportunities for more active transportation programming and infrastructure projects.
1. Photo Documentation