

Exercise #7 Service Idea Worksheet

1. Name of service:
2. Brief description of service: (Detail on separate sheet if necessary):
3. Staff assignment:
4. Budget: Projected costs (see attachment for detail)

Who do you need approval from:
Partners for service:

5. Projected start date: (check calendars)-
6. Facility considerations:
7. Purchases: (ex: books, equipment)

8. Partners for the service:

- | | | | |
|--------------------|-----------|-------------|------------|
| 9. Marketing plan: | brochure | flyer | webpage |
| | newspaper | local media | newsletter |
| | other | | |

- | | | | |
|------------------|-------------------------------|-----------------------|----------------------|
| Date of release: | | | |
| 10. Contacted: | assisted living organizations | senior center Chamber | clubs Administration |
| | County agencies | | |
| | Other | | |

Contact names/phone number/emails:

11. Evaluation: form/survey/link on web page/other
12. Will you keep a historical record of this service? What method? (Journal/form):