



Gameplan Social Impact Handover Plan Template

Develop a social impact handover plan to help support social impacts beyond a big event.

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Ready • Set • Go • Next

Introduction

The potential long-term social impacts of an event soon fizzle out if everyone packs up quickly to move on to the next big thing. Stopping to properly consider how to support social impacts that can live on beyond the current event helps maximise the long term benefits for communities. In other words, this means handing over the event baton to the community and moving the finish line of an event. This helps maintain the momentum of community engagement and provides a head start for future activities and events.

A **Social Impact Handover Plan** helps keep track of which activities and benefits resulting from the event need to be sustained into the future. It pulls together the **sustainability** actions already built into existing event plans and activities into one place, making it easier to manage the remaining work to be done. Take the following extra steps to help sustain the event afterglow:

Steps to Social Impact Handover Plan Success

1. Identify handover actions

Task Gameplan stakeholders to revisit their various event plans, projects and activities and pull out key actions that need handing over to sustain their social impact. This might involve revisiting the:

- **Gameplan** document produced at the Collaboration Kick-Off meeting to review the approach to sharing information and handing over sustainability activities agreed at the start.
- **Community Engagement Planning Hand** to take stock of volunteers, community explorers, social impact champions, staffing, and targeted community projects that need to be continued.
- **Physical Activity Hubs and Co-created Interventions** to identify outstanding actions required to maintain these activities and support participants to continue stacking good habits.
- **Community Microgrant Scheme** to identify outstanding actions required to maintain some of the funded initiatives and continue the scheme for future events.
- **Community Event Portfolio** to ensure plans are in place to maintain an annual programme of events to keep maintain social buzz, and embed learnings going forward.
- **SPICED, SMART, and Storied Social Impact Indicators and Evaluation Plan** to identify outstanding actions required to monitor and evaluate the event's medium to long-term impact.
- **Gameplan Kick-On Collaboration** to confirm outstanding actions for how stakeholders will work together to sustain social impacts for current and future events.

2. Write a social impact handover plan

Bring the Gameplan collaborators and other stakeholders together to collate the different social impact handover actions and write a social impact handover plan. Adapt the social impact handover plan template provided on page 2 according to the specific event context and actions to handover. This process involves identifying for each handover action an individual/organisational lead, the resources needed, timeframe, and whether it is high/medium/low priority.

3. Make sure it has a "home" and "teeth"

Agree which organisation/individual will take responsibility for coordinating and following up on the implementation of the social impact handover plan. This can be finalised at the Collaboration Kick-On event/meeting towards the end of the Gameplan process. Ensure actions for implementation and future collaborations are incorporated into the plan. Importantly, ensure these plans have some "teeth" and accountability to increase the chances of success.



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Social Impact Handover Plan

Handover Actions	Lead responsibility	Resources needed	Timeframe	Priority (high/med/low)	Notes
Gameplan Kick-Off Actions					
Community Engagement Planning Hand Actions					
Physical Activity Hubs & Co-created Interventions Actions					
Microgrants Actions					
Community Events & Social Buzz Actions					
Monitoring & Evaluation Actions					
Future Kick-On Collaboration Actions					

