**Instructions for filling out the SPF-SIG Action Plan**

The action plan is essentially the work that was captured in the DoView files turned into practical activities. It should be understood as the last step in developing actual local activities based on the logic models of the project. Thus, we intend to use the same language as we used in the DoView templates to ensure the connection between the logic models, the DoView files, and the final action plan. The role of the action plan is to guide the communities through the action phase and to show how local enforcement activities are linked with local visibility efforts to enhance the impact of the interventions.

In general, we would like you to be as specific as possible, when you fill out the action plan. If a specific activity has more components or entails several steps in order to be implemented, be sure to include all these steps in the plan.

**City Name:** Fill in the name of the city/community where the activity will take place

**Problem(s) addressed:** Fill in the major problem(S) that is/are targeted with this activity, e.g., sales to minors, nuisance from bars and restaurants, drinking and driving, etc.

**Targeted population:** Fill in the population that is the target of this specific activity, e.g., retailers, bar owners, party hosts, impaired drivers, etc.

**Short term measures of success:** Fill in what you expect to be the consequence of this specific activity, e.g., less drunk people in the streets, less violations of rules regulating responsible serving practices (RBS) or sales to minors, less alcohol-related vehicle accidents, less nuisance related to private parties, etc.

**Strategy:** Fill in the strategy as it is presented in the green boxes in the DoView files, e.g., “Compliance checks, citations, license loss”, “Party Patrols”, etc.