Design for the day after

Plan one event and one useful participant outcome. Use role labels, not personal contact or donor information. Store sensitive operational records in your approved system.

Event, date, mission, and follow-through owner

Who should benefit? What change would matter to them?

Inputs, outputs, and early outcomes (keep them distinct)

Bounded next contribution: time, support, receiving owner

Permission and capacity checks; how people can decline

Day 7 / Day 30 / Day 90 review dates and reviewers

Commitment and handoff tracker

Use each row for one accepted commitment. Interest alone is not acceptance. Confirm capacity with the receiving owner. Continue on a new copy as needed.

Role / group	Accepted commitment	Owner / receiver	Due / status	Evidence / next step

Unaccepted requests, blocked handoffs, or capacity conflicts

Introductions / content reuse: permission confirmed and restrictions

Review the 7/30/90-day evidence

Use the same definitions at each review. Record participant experience and organizational burden alongside activity. These checkpoints are adjustable, not universal deadlines.

Day 7: promises fulfilled, next steps accepted, unresolved owners

Day 30: first contributions completed; friction and feedback

Day 90: what persisted, for whom, and at what cost?

Outputs versus outcomes; what can and cannot be attributed to the event

Decision: continue / revise / stop; owner, next action, review date