

「难忘的一天」班会策划书写作框架：目标、流程、分工、物资

策划书的开头先写活动名称、时间、地点、参加人四行，这是格式，别省。然后写活动目标，目标最容易写成「增强班级凝聚力」这种空话。改法是写三条能检验的目标：每位同学能讲出一件自己难忘的事；全班至少记住三首班内原创诗；每人收到至少一张同学留言。班会结束后对照这三条，就知道活动成没成。

流程部分是策划书的骨架，40分钟按「3+15+10+8+4」切：主持人开场3分钟，故事分享15分钟，诗歌朗诵10分钟，互写留言8分钟，班主任总结4分钟。每个环节后面必须写清三样东西：谁负责、用什么形式、出问题怎么办。假设故事分享环节写「6名学生各讲2分钟，计时员举牌提醒；冷场时主持人先讲自己的备用故事」，执行的人照着做就行。

三个核心环节各有设计要点。故事分享要提前一周布置，让学生在家写好稿子，班会上只讲不现想，不然15分钟会拖成半小时。诗歌朗诵用「自愿加推荐」，提前把诗打印成一张诗单，没背下来的可以照着读，朗诵环节的重点是参与不是表演。互写留言最容易乱，规则要写死：全班分成两组，每人只写给组内一位不认识的同学，纸条统一发，写「你最让我印象深刻的一件事」，写完由班长统一投递到「留言盒」，班会后再发。

分工表按人写不按事写。「宣传委员负责黑板布置」不如「宣传委员李某某，周五放学后完成黑板，班长验收」。每项任务后面挂名字和截止时间，没有截止时间的分工等于没分工。

物资清单列到数量：留言纸条50张、笔20支、诗单40份、计时牌2块、留言盒1个。清单后面加一行「谁采购、谁检查」，班会前一天由生活委员逐项打勾。

最后留一个「预案」小节，写两件事：设备坏了怎么办（朗诵环节改用清唱），时间超了砍哪段（先砍班主任总结压到2分钟）。预案写不写，是策划书专业与否的分界线。

A Planning Framework for the Unforgettable Day Class Meeting

Start the plan with four lines: activity name, time, place, participants. That is format; do not skip it. Then write the objectives, which easily turn into empty phrases like strengthening class unity. Instead write three checkable goals: every student can tell one unforgettable personal event; the class remembers at least three original poems written in class; each student receives at least one note from a classmate. After the meeting, check these three lines and you know whether it worked.

The schedule is the skeleton. Cut 40 minutes into 3 plus 15 plus 10 plus 8 plus 4: host opening 3, story sharing 15, poetry reading 10, note exchange 8, teacher summary 4. Every segment must state three things: who is responsible, what form it takes, and what to do if it breaks. For the story segment, write: six students speak two minutes each, timekeepers raise cards as reminders; if the room goes silent, the host tells a backup story of their own. Whoever executes can simply follow it.

The three core segments each have a design point. Story sharing must be assigned a week early so students write at home and only speak in class; otherwise 15 minutes stretch into half an hour. Poetry reading uses volunteers plus nominations, with poems printed on a sheet in advance, so those who did not memorize may read from paper; the point is participation, not performance. The note exchange goes wrong most easily, so fix the rules: split the class into two groups, each student writes only to an unfamiliar classmate inside their group, slips are distributed uniformly, the prompt is one thing you remember most about this person, and the monitor collects all notes into a message box to be handed out after the meeting.

The duty roster should be written by person, not by task. The publicity officer handles the blackboard is weaker than: publicity committee member Li, finish the blackboard before school Friday, checked by the monitor. Attach a name and a deadline to every task; a duty without a deadline is no duty.

List supplies with quantities: 50 note slips, 20 pens, 40 poem sheets, 2 time cards, 1 message box. Add one line for who buys and who checks; the logistics committee member ticks each item the day before.

Finally leave a backup plan section covering two things: what if equipment fails (poetry switches to a cappella), and what gets cut if time runs over (compress the teacher summary to two minutes). Whether you write backups is the line between a professional plan and a wish list.