

「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，周五放学前完成黑板，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.

一份完整策划书示例：六（2）班「难忘的一天」分享班会

活动名称：六（2）班「难忘的一天」分享班会。时间：11月8日周五下午班会课40分钟。地点：本班教室。参加人：全班41人加班主任。

活动目标：一，每位同学至少听到六位同学的难忘故事；二，全班共同完成一首集体诗，每人贡献一行；三，每人收到至少一张陌生同学写的留言条。三条目标班会后由班长抽查验证。

流程安排：14:00至14:03主持人开场，宣布规则；14:03至14:18故事分享，六人各两分钟，计时员王雨举牌提醒，剩30秒举黄牌，超时举红牌打断；14:18至14:28集体诗接龙，全班按座位顺序每人念一行，主持人现场把每行抄到黑板，抄完全班齐读一遍，诗题当场投票定为《我们班的四十分钟》；14:28至14:36互写留言，按学号单双数分两组，每人写给组内学号相邻但平时说话不超过三句的同学，纸条统一发放，写一件对方让自己印象深刻的小事，不许写外号和缺点；14:36至14:40班主任总结，班长把留言盒交给班主任，当场随机抽五张念出，念完发还本人。

分工：主持人陈阳，周五前写好开场词和串场词，交班主任过目；计时员王雨、李成，负责两块计时牌；抄诗员赵可，负责黑板抄诗和拍照存档；纸条发放与回收由两位组长负责，各发21张、回收21张；留言盒由宣传委员周舟制作，周四放学前完成；黑板布置由宣传组周五中午完成，写主题和诗题留白。

物资：留言纸条50张（生活委员采购，周二前到位）、笔20支（班级文具箱）、诗题投票小纸条41张、计时牌2块、留言盒1个、手机一部（赵可用，拍黑板集体诗）。

预案一：接龙环节有人卡壳超过10秒，跳过该行继续下一位，卡壳者的行由同桌代想、本人确认后抄上黑板。预案二：整体超时，班主任总结压缩到1分钟，抽念留言减为三张，发还环节移到周一早读。预案三：有同学不愿讲故事，允许其带一张照片上台，只讲照片上是什么，不强迫讲感受。

班会后跟进：周一早读发还全部留言条；集体诗誊抄到班级墙报，拍照发家长群；本周内主持人交300字活动小结，存入班级日志。

A Complete Sample Plan: Class 2 Grade 6 Sharing Meeting on an Unforgettable Day

Activity name: Class 2 of Grade 6, a sharing meeting on an unforgettable day.
Time: Friday, November 8, during the 40-minute class meeting period. Place: our classroom. Participants: all 41 students plus the homeroom teacher.

Objectives: one, every student hears at least six classmates' stories; two, the class co-writes one collective poem, each contributing one line; three, every student receives at least one note from a classmate they rarely talk to. The monitor spot-checks all three after the meeting.

Schedule: 14:00 to 14:03, host opens and announces rules; 14:03 to 14:18, story sharing, six speakers at two minutes each, timekeeper Wang Yu raises cards, yellow at 30 seconds left, red to stop overtime; 14:18 to 14:28, collective poem relay, each student reads one line in seat order while the host copies each line onto the blackboard, then the class reads the finished poem aloud and votes on its title, Our Class in Forty Minutes; 14:28 to 14:36, note exchange, split by odd and even student numbers into two groups, each student writes to the neighbor in number order within their group whom they rarely speak to, slips distributed uniformly, the prompt is one small thing the other person did that impressed you, nicknames and flaws are forbidden; 14:36 to 14:40, teacher summary, the monitor hands the message box to the teacher, who randomly reads five notes aloud and returns them.

Duties: host Chen Yang writes the opening and transitions by Friday for the teacher to review; timekeepers Wang Yu and Li Cheng run the two time cards; the poem

scribe Zhao Ke copies the poem and photographs it for records; two group leaders each distribute 21 slips and collect 21; the message box is built by publicity officer Zhou Zhou before school Thursday; the blackboard is decorated by the publicity team Friday noon, with the theme written and the poem title left blank.

Supplies: 50 note slips (bought by the logistics committee member by Tuesday), 20 pens from the class box, 41 title-voting slips, 2 time cards, 1 message box, 1 phone for Zhao Ke to photograph the blackboard poem.

Backup one: if a student stalls over ten seconds in the relay, skip that line and continue; the deskmate proposes a line, the student confirms, then it goes on the board. Backup two: if time runs over, compress the teacher summary to one minute, reduce random readings to three notes, and move the return step to Monday morning reading. Backup three: a student unwilling to tell a story may bring one photo and simply describe what is in it, without being forced to share feelings.

Follow-up: return all notes at Monday morning reading; copy the collective poem onto the class bulletin board and send the photo to the parents group; the host submits a 300-word activity summary within the week for the class journal.

班会策划最容易砸的五个环节及补救办法

砸点一：故事分享冷场或超时。冷场多半因为学生没准备，现场被点名大脑空白。预防：提前一周交故事提纲，班会上只许带小卡片不许念全文。现场补救：主持人先讲自己的60秒故事垫场，再按提前排好的顺序点名，顺序表只在主持人手里，其他人不知道，避免被点到的人临时推脱。超时补救：黄牌制度提前告诉全班，剩30秒举黄牌是提醒不是批评，全班习惯后打断就不伤人。

砸点二：朗诵环节没人报名。预防：报名截止设在班会前三天，报不满就启动「小组推荐制」，每组必须推一人，被推者可以照稿读。现场补救：改成集体形式，比如全班接龙一人一行，或者男女生分段齐读，把「个人表演」换成「集体任务」，没人能躲，压力也小。

砸点三：互写留言变成玩笑条。学生互相写「我最记得你上课睡觉」，收条的人不高兴。预防：规则里写明「只写让你欣赏或感谢的小事」，并给两个例句示范。现场补救：班主任抽念时先筛一遍，明显冒犯的不念、单独退还本人；班会后找被冒犯的学生聊两句，别让一张纸条发酵。

砸点四：分工没人按时交。黑板周四没布置、留言盒没人做，班会当天手忙脚乱。预防：分工表每项带名字和截止时间，班长在班会前两天逐项验收，缺一项就在班级群里点名催办，点名要趁早，周四催比周五救火有效。现场补救：物资缺什么当场降级，留言盒没有就用作业袋代替，诗单没打印就主持人念、学生跟着念。

砸点五：时间失控，前松后紧。故事环节讲了25分钟，留言环节只剩3分钟，草草收场。预防：每

个环节设独立计时员，环节到点必须切换，主持人手里拿流程卡，卡上写死切换时间。现场补救：果断砍预案里标好的环节，砍的时候主持人一句话交代「总结压缩到一分钟」，不要现场犹豫翻表。

主持人救场话术背三句就够：「这件事我先来。」（冷场）「我们换个玩法，一人一行。」（没人报名）「时间到，把这句话留给班主任。」（超时）。班会是排练出来的，不是临场发挥出来的，策划书里预案写得越死，现场越松。

Five Parts of a Class Meeting That Fail Most, and How to Rescue Them

Failure point one: the story segment stalls or runs over. Stalls usually mean students did not prepare and go blank when called on. Prevention: story outlines are due a week early, and on the day only small cue cards are allowed, no reading full scripts. Rescue: the host opens with a 60-second story of their own, then calls names in a pre-set order known only to the host, so nobody can dodge at the moment of being called. For overtime: tell the whole class about the yellow card in advance; yellow at 30 seconds left is a reminder, not criticism, and once the habit exists, stopping someone hurts no one.

Failure point two: nobody signs up for the reading. Prevention: registration closes three days before the meeting; if short, activate group nomination, each group must send one person, who may read from paper. Rescue: switch to collective forms, a one-line relay or boys and girls reading alternating stanzas; turning a solo performance into a group task leaves nowhere to hide and lowers the pressure.

Failure point three: notes turn into jokes. Students write I remember you sleeping in class, and the receiver feels bad. Prevention: state in the rules that only appreciative or thankful small things may be written, and give two example sentences. Rescue: the teacher screens notes before reading aloud, skips clearly offensive ones and returns them privately, and talks briefly with any hurt student afterward so one slip of paper does not fester.

Failure point four: duties miss deadlines. The blackboard is undecorated Thursday, nobody built the message box, and the day itself becomes panic. Prevention: every duty line carries a name and deadline; the monitor inspects two days before and calls out missing items in the class group chat, and calling out early beats firefighting on the day. Rescue: downgrade on the spot, a homework envelope replaces the message box, and if poem sheets were not printed the host reads while students follow.

Failure point five: time slips loose early and tight late. Stories take 25 minutes, leaving 3 for the notes, a rushed ending. Prevention: each segment has its own timekeeper, switches happen on the dot, and the host holds a schedule card with fixed switch times. Rescue: cut the pre-marked segment without hesitation, one line from the host like the summary shrinks to one minute, no flipping tables on stage.

The host only needs three rescue lines: Let me go first on this one, for silence; New game, one line each, for no volunteers; Time is up, we leave this line to our teacher, for overtime. A class meeting is rehearsed, not improvised; the tighter the backup plan on paper, the calmer the room.