

Vision 2025 Capture Awards Checklist

Is your Capture Team ready for a Capture Award?
Prior to applying, teams are encouraged to use this self-evaluation checklist.
Completed checklists should be mailed to admin@johnstownvision2025.com,
along with any questions about this program.

1. *What is this Capture Team's name?*

2. *In one sentence, what is the overall goal of this Capture Team?*

3. *Has this Capture Team submitted an Action Plan? (Visit johnstown25.com for more information.)*

Yes / No

4. *Has this Capture Team filled the following leadership roles?*

Yes / No : Team Leader

Name: _____

The Team Leader is the go-to representative to keep the team focused on achieving its goals and remaining active. The team leader communicates regularly with other V25 leaders to solve problems as they arise and to coordinate efforts. The team leader is the primary person to help the team set goals and work toward them.

Yes / No : Meeting Facilitator

Name: _____

The Meeting Facilitator is responsible for organizing and running team meetings. The meeting facilitator prepares meeting agendas before each meeting and manages meetings in an efficient way utilizing that agenda.

Yes / No : Scribe

Name: _____

The Scribe takes notes at team meetings, collates them, and shares them with the team. The Scribe and the Communication Liaison may be the same person.

Yes / No : Communication Liaison

Name: _____

The Communication Liaison communicates the team's efforts internally and externally within the V25 Framework. The communication liaison utilizes email and social media to 'get the word out' about what the team is doing. The Communication Liaison is encouraged to document team activities using photography.

5. *Does this team meet on a regular basis?*

Yes. How often? _____ Where? _____

No. Explain why not. _____
