SYNERGY
DESIGN FIRM

Copy & Paste AI Prompts for Main Street Organizations

These prompts are designed to help you work faster, think more clearly, and reduce the time spent starting from scratch. Adjust the wording to fit your organization, and remember that AI works best when used as a drafting and planning partner rather than a final decision-maker.

Planning & Organization

1. "Turn these notes into a clear action plan with prioritized next steps and suggested timelines."
2. "Create a simple project timeline for a community event happening in [timeframe], including preparation milestones."
3. "Help me organize these responsibilities into categories so they are easier to manage."
4. "Create a checklist we can reuse each time we plan this type of event."
5. "Based on this project description, what tasks should happen first, second, and last?"

Meeting & Board Support

6. "Summarize these meeting notes into key decisions, action items, and follow-up responsibilities."
7. "Draft a short, professional board update summarizing progress on this project."
8. "Turn this discussion summary into talking points for a leadership meeting."
9. "Create a clear follow-up email summarizing what was decided and what happens next."
10. "What questions should a board member ask before approving this plan?"

Volunteer Coordination

11. "Create a volunteer role description based on these responsibilities."

12. "Write a welcoming volunteer recruitment message for a community organization."
13. "Create a simple volunteer onboarding checklist."
14. "Identify areas where volunteers might become confused and suggest ways to clarify expectations."
15. "Write a thank-you message recognizing volunteers' contributions in a sincere and community-focused tone."

Communication & Public Messaging

16. "Rewrite this announcement so it is clear, friendly, and easy for the public to understand."
17. "Create a short public update explaining this situation in a calm and reassuring tone."
18. "Turn this detailed information into a concise message suitable for a general audience."
19. "What questions might community members have after reading this announcement?"
20. "Rewrite this message to sound more welcoming and community-centered."

Event & Community Engagement

21. "Create three ways to describe this event that would appeal to different audiences (families, businesses, visitors)."
22. "Suggest ways to increase participation in this event without increasing budget."
23. "What details should we communicate early to reduce confusion on event day?"
24. "Create a post-event recap message highlighting community impact."
25. "Identify potential logistical challenges for this event and suggest preventative solutions."

Strategic Thinking & Growth

26. "Review this plan and identify potential risks or blind spots we should consider."
27. "What opportunities could help local businesses benefit more from this initiative?"
28. "Suggest partnerships or collaborations that could strengthen this program."
29. "If you were a first-time visitor, how might you experience this event or program?"
30. "Based on these goals, what realistic signs of success should we look for in the next three months?"