

# ACTIVITY PLANNING GUIDE

---

[Away from the congregation]

This outline should be completed by the activity leader and submitted with the request for approval of the activity, especially those involving minors.

## **A. Basic Information**

1. Type of activity:
2. Purpose/Goals:
3. Participants (who & how many):
4. Location of activity (address & distance from church):
5. Date/time (beginning/ending):
6. Basic concept (order of events):

## **B. Preparations**

1. Supplies needed:
2. Dress code:
3. Type of transportation/cost:
4. Medical treatment available at activity site:
5. Type of lodging/cost:
6. Insurance needs/cost:
7. Payment plan:
8. Coordination with parents:
9. Tasks of leaders/committees:
10. Inclement weather plan:

**C. Communications**

1. Important telephone numbers:
2. Reports:
3. Leader location en route/at activity:
4. Organizational structure:

**D. Coordinating Instructions**

1. Times of departure/return:
2. Location of departure:
3. Order of departure (if several vehicles):
4. Primary & alternate routes:
5. Organization for transportation (multiple vehicles):
6. Rest stops en route:
7. Actions at breakdowns/accidents
8. Actions on arrival at destination:
9. Refueling stops and maintenance checks:
10. Rules of the road:
11. Map briefing (multiple drivers):
12. Passenger list(s):
13. Loading plan for luggage/equipment/supplies:
14. Release forms from parents: