

## **ACTIVITY PLANNER**

	Activity	
	Activity chair	
	Consultant	
ficers	Address	
by O		_Phone
Filled in by Officers	Place	Date
	Officers' comments	
	Committee members	
	DETERMINE THE ACTIVITY (Call a committee meeting, discuss the even	ent, make the plan)
	What is to be accomplished?	
	IDENTIFY THE RESOURCES	
	Equipment and facilities needed	
Activity Committee	Cost and how activity is paid for	
Filled in by Activi	Personnel required	
	CONSIDER ALTERNATIVES	
	How can activity be accomplished?	
	What are alternate plans?	

			Assigned To
,			
Follow up—At addition sure you are all set. I	onal meetings and through pers f the going gets rough, call on y	onal contacts, follow u our Advisor for help.	p on all assignments until yo
	N—CONDUCT THE ACTIVITY rity, double-check all arrangem e and consultant.	ents and conduct the a	activity to the best of your a
Notes			
After the activity be s	sure to thank everyone involved	and leave things clean	and in good order.
EVALUATE THE ACTIV	VITY		
Did the members like	it?		
Number participating	Venturers	Friends	Adults
	u Venturers s activity? Yes □ No □ Why?	Friends	Adults
		Friends	Adults
		Friends	Adults
	s activity? Yes □ No □ Why?	Friends	Adults
Should we repeat thi	s activity? Yes □ No □ Why?	Friends	Adults
Should we repeat thi	s activity? Yes □ No □ Why?	Friends	Adults
Should we repeat thi  How well did the plan	s activity? Yes □ No □ Why?  n work?	Friends	Adults
Should we repeat thi	s activity? Yes □ No □ Why?  n work?	Friends	Adults
Should we repeat thi  How well did the plan	s activity? Yes □ No □ Why?  n work?	Friends	Adults
Should we repeat thi  How well did the plan  How can we improve	s activity? Yes  No Why?  n work?  the activity?		
Should we repeat thi  How well did the plan  How can we improve	s activity? Yes \( \) No \( \) Why?  In work?  If the activity?		
Should we repeat this  How well did the plan  How can we improve  What were costs? To Attach all receipts or	s activity? Yes \( \) No \( \) Why?  In work?  If the activity?		Cost per person

REACH A DECISION—MAKE THE PLAN
—DELEGATE RESPONSIBILITIES