

Activity Planning Sheet for Venture Crews

Crew: _____

Name of Activity: _____

Date of Activity: _____ Activity Fee (Check budget): _____

Activity Chairperson: _____ Adult Support: _____

Purpose: We want to accomplish the following:

Program: We will accomplish the purpose with the following types of activities:

Anticipated Attendance: Youth _____ Adults _____

Facilities: Location _____ Fee _____

Facilities checklist;

- | | | |
|--|--|---|
| <input type="checkbox"/> Site visit | <input type="checkbox"/> Sanitation/Garbage | <input type="checkbox"/> Security |
| <input type="checkbox"/> Reservation/Deposit | <input type="checkbox"/> Map to location | <input type="checkbox"/> Certificate of Insurance |
| <input type="checkbox"/> Permits | <input type="checkbox"/> Map of site or floor plan | <input type="checkbox"/> Food |
| <input type="checkbox"/> Water | <input type="checkbox"/> Signage | <input type="checkbox"/> Audio Visuals |
| <input type="checkbox"/> Toilets | <input type="checkbox"/> Parking | <input type="checkbox"/> Sound System |
| <input type="checkbox"/> Fire Protection | <input type="checkbox"/> First Aid | <input type="checkbox"/> Other |

Program related equipment;

Supplies checklist;

- | | |
|---|--|
| <input type="checkbox"/> Patches | <input type="checkbox"/> Cash box, change & receipt book |
| <input type="checkbox"/> Award & recognitions | <input type="checkbox"/> Printing |
| <input type="checkbox"/> Ribbons | <input type="checkbox"/> Programs, schedules, handouts |
| <input type="checkbox"/> Pencils, tape, ect. | <input type="checkbox"/> Envelopes, labels, postage |

Promotion Plans:

- “Navigator” article
- Presentations and phone calls
- Invitations/flyers
- Other

Manpower: People will be needed to do the following tasks:

List tasks below

List Assigned Crew members below

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Budget:

- Figure expenses first
- Project income
- Determine fee
- Purchase order requests
- Check requests
- Sales tax exemption # and usage

Evaluations: Recommendations for future

- Was purpose met?
- Site review
- Thank you cards
- Program review
- Manpower review
- Budget review