

## How to Plan an Activity

- I. Determine Needs
- II. Preliminary planning (6–8 weeks previous)
  - A. Get all contracts approved
    1. Facilities
    2. Entertainment
  - B. Get workers lined up (no workers = no interest = no program)
- III. Intermediate Planning (4–6 weeks)
  - A. Prepare publicity and ticket pre-sale
  - B. Prepare any special items needed
  - C. Design area needed with list of equipment
- IV. Final Planning (4 weeks)
  - A. Finalize all plans—if not finalized by beginning of third week, cancel activity
  - B. Confirm workers for publicity and pre-sale
- V. Start Activity (2–3 weeks)
  - A. Begin publicity
  - B. Pre-sell tickets
  - C. Confirm workers for activity
- VI. The Event (one week)
  - A. End publicity
  - B. Stop pre-sale tickets

C. Have facility set-up—done!

VII. During the Event

A. Distribution of workers

B. Clean-up

C. Start/finish on time

D. Concessions?

VIII. After the Event

A. Review the event

B. Thank participants