# Activity Planning Form

**This form (list of questions) can be used to plan any activity, including social events, working bees and major publicity activities.**

**Group Name: Date:**

**Project Manager:**

| Event Planning |
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| Briefly describe the activity: |
| What do you want to get out of the activity (Main objective)? |
| Where will the activity be held? |
| What equipment is required, and where will this be sourced? |
| Has the event been advertised? |
| Do you need to advise volunteers about any equipment or protective clothing/sunscreen they should bring with them? |
| Do you have an inclement weather plan, and a plan to communicate this to volunteers? |
| Have you obtained written permission from any landholders? |
| Have you advised local media?  Have you considered photographing your event for a future press release?    If so, have you lined up a volunteer to take photos, and someone to write a press release to send to the local paper? |
| Is there mobile phone coverage at the site? If not, what arrangements have been made to ensure that emergency services can be called if required? |
| Have you sighted up-to-date insurance certificates of currency of any contractors for the event? |
| Will you have an up-to-date first aid kit at the event? If so, how long since the kit has been checked? |
| Are you aware of any volunteers who have undergone first aid training? |
| Do you need wheelchair or pram access to the event? |
| Where are these locations close to the event?  Nearest public toilet to the event  Nearest crossroad (if it is necessary to call an ambulance or other emergency service)  Nearest vehicle access |
| Do all event organisers hold a current Working With Children Check (WWCC)? |