# 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 eventNearest 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)? |