



Activity Planning Sheet

(a checklist of things to be done when planning a Venturer Activity)

ACTIVITY:	Date(s) of Activity	
Activity Leader: **	Trip Leader: **	
Award Scheme Element:	Syllabus Checked:	
Participants: Unit members: Non members: Addresses on File: Y / N		
Activity Intentions Form Required? Y / N **	Completed:	To Group Leader:
Venue: ** identify start/finish points, route, alternate route, map references, camp sites, etc		
Transport: Number of Vehicles **	Drivers:	
Departure Time: am / pm	From:	
Estimated Return: am / pm	To:	
Contact Person (not participating): (refer Activity Intentions Form)		
Finances: \$ per participant. To be Paid by: / / To: ** Budget ALL expenses, divide by the minimum participants for cost per each (refer Budget Planning Sheet)		
Special Preparations and/or Instructions:		
Programme / Invitations Prepared: Y / N **	Circulated:	
Equipment (list all requirements and who is to provide) **		
Has it all been checked? Y / N		
Catering – Menu:	Food List Checked:	Budget Costs OK:
**		
Communications: Let everyone know what is happening **	Unit executive: Non members:	Unit members: Parents:
Risk Management: **	Equipment checked: Y/N Route:	First Aid: Special equipment
VIP / Special Guest: **	Host Venturer:	
Date, time and place confirmed to Guest and to the Unit:		
Log: Text written by: **	Photos:	In Log

** = enter name of Venturer responsible for this aspect of the planning.

Note: Enter additional information on reverse or on a separate sheet.
Keep all planning pages together for future reference