**PLANNING CHECKLIST**

for a High Rocks Event or Trip

Updated 11.15.2022

**6 Weeks Out:** *GET THE WORD OUT!*

Is the event on the program calendar?

Is the event on the website?

Have you sent a mailing/postcard/flyer etc.?

**5 Weeks Out:** *MAKE A PLAN!*

How many slots are available for the event/trip?

Do you need permission or medical forms?

Do you need to make a budget?

Have you made arrangements with hosts/volunteers/guest teachers?

**4 Weeks Out:** *RECRUIT, RECRUIT, RECRUIT!*

Have you recruited specific participants?

Have you talked to the participants’ parents?

Have you sent excused absence notices to the participants’ schools?

**3 Weeks Out**: *CREATE YOUR “STUFF”!*

Have you prepared/printed any handouts, materials, displays, or presentations you will need?

Have you written a lesson plan?

Have you written an event/trip itinerary?

Have you printed your evaluation forms?

**2 Weeks Out**: *OVER-COMMUNICATE!*

Have you confirmed who will be participating?

Have you sent an itinerary to each participant and their parents with:

* + Staff contacts information (cell phone numbers, etc.)
	+ Carpool plan (pick-up and drop-off locations and times, etc.)
	+ List of what to bring (sleeping bags, spending money, etc.)
	+ Event/trip schedule (where you will be and when, lodging information, etc.)
	+ Dining schedule (where you will be eating meals, how much money to bring for non-scheduled meals, etc.)

**1 Week Out**: *COFIRM WITH OTHERS!*

Have you collected all the necessary permission forms and medical forms and confirmed that all the information on them is correct?

Do you have copies of all the forms to take with you to the event/trip?

Have you collected all the cell-phone numbers of the participants and parents?

Have you confirmed your lodging/meals/scheduled events/volunteers?

**During Event:**

Are you taking pictures?

Are you talking about High Rocks? Handing out business cards?

Did you have all participants complete an evaluation?

**1 Week After:** *SHARE WITH THE COMMUNITY!*

Have you posted pictures from the event/trip on Facebook and copied to the server?

Have you prepared and sent out a press release?

Have you completed your evaluation report on the server?

Have you collected and documented all participant evaluations?

Have you submitted all your receipts?

Have you filled out a volunteer log and sent thank-you notes to those volunteers?

Event/Trip Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date/Location of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Event Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_