



Event Planning Worksheet

Communication Guide

Consider the following questions/statements and how you might incorporate your responses into program planning and communication strategies.

1. General description of the activities to be conducted as part of the event.
2. Detailed schedule of the program/activity.
3. Description of the facilities, meeting or conference rooms.
4. Type of overnight accommodations and supervision.
5. General emergency contact information and specific participant emergency contact information.
6. First aid, medical care, nursing care available.
7. Identification of and accommodating participant/volunteer/staff special needs.
8. Transportation arrangements including drivers and insurance.
9. Type and extent of supervision including teens/adults (day and night).
10. Training and/or education of those responsible for program. One-time and on-going training.
11. Participant expectations and potential consequences.