

Activity Planner

Activity:	Date:	Starting Place:	Start Time:	End Time:

Find Your Vision

Vision for Activity:

Activity Objectives:

Share Your Vision

	What will be done?	Who will do it?	By When?
Flyer/Announcement:			
Follow-up reminder:			

Build Your Team

	Name	E-mail	Phone
Chair:			
Adult Advisor:			
Consultant:			
Committee:	1-	2-	3- 4-

Team Performance

Seven-Step Decision Making (acronym-“I BE D’ PIG dat SMELLS”; use back of sheet for steps 1-4)

1-Identify task; 2-Brainstorm solutions; 3-Evaluate them; 4-Decide on one; 5-make a Plan; 6-Implement the plan; 7-Get feedback
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Five-Step Planning (acronym- “SMELLS)

Situation	(Why?)	
Mission	(What?)	

		What is the task?	Who will do it?	By when?
Execution	(How?)	1-		
	(Who?)			
	(When?)			
Leadership	(Who?)	6-		
Logistics	(Where?)	Tour plan/permits:		
	(with What?)	Lodging/Facilities:		
		Equipment:		
		Food:		
		Cost & Funding:		

Leave a Legacy

Reflection	
Roses (what went well?)	
Thorns (what didn't go well?)	
Buds (where can we improve?)	
Report	
Youth Attending:	
Adults Attending:	
Activity Summary:	
Should we do it again?	