

Program Planning Guide

What, Who, Where, When, Why, How	Your Plan
<p>What is the program? Describe it.</p>	
<p>Who will you serve?</p> <p>Are any invitations necessary?</p> <p>When will you write them?</p>	
<p>Where will the program take place?</p> <p>Is the space available adequate?</p> <p>How will you make any necessary arrangements?</p>	
<p>When will the program take place?</p> <p>Date(s)</p> <p>Time(s)</p> <p>Is a rain date needed? When?</p>	
<p>Why?</p> <p>What is the purpose of the program?</p> <p>How will it benefit others?</p> <p>How will you benefit from this program?</p> <p>How will you carry out the program? (by yourself, small groups, wide game, etc.)</p> <p>What will the responsibilities be?</p> <p>How will you show others what you value?</p>	

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<p>How much time will it take to prepare for the program?</p> <p>What new information and/or skills have to be learned before the program?</p> <p>When?</p> <p>Who will help you learn?</p> <p>How will you contact that person?</p> <p>When?</p>	
<p>People</p> <p>Who will help with your program?</p> <p>What will they do?</p> <p>Do you need special consultants?</p> <p>Who?</p> <p>When will you make the necessary arrangements for any needed help?</p> <p>How?</p>	
<p>Permissions (See <i>Safety-Wise</i>)</p> <p>What permissions are necessary?</p> <p>From whom? (Parents, Service Team, Council, other)</p> <p>When?</p> <p>How will you get these permissions?</p>	

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<p>Materials and Equipment</p> <p>What will be needed?</p> <p>Where will you get them?</p> <p>Do you need clean-up supplies?</p> <p>What? Who will bring them?</p>	
<p>Transportation</p> <p>Private cars?</p> <p>How many?</p> <p>Public transportation?</p> <p>Bicycle, canoe, other?</p> <p>When will necessary arrangements be made?</p> <p>How?</p>	
<p>Clothing</p> <p>What should you wear?</p> <p>What will the other participants wear?</p> <p>Will rain gear be needed?</p>	
<p>Food</p> <p>Will any meals or snacks be needed?</p> <p>Will you bring a bag lunch, cook for yourself, or eat in a restaurant?</p> <p>If eating in a restaurant, must you make arrangements in advance?</p>	

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<p>Health & Safety (See Safety-Wise for guidelines)</p> <p>What health & safety hazards need to be considered?</p> <p>Do you have a first aid kit?</p> <p>When will you check it to be sure it is complete?</p> <p>Who will be the first aider?</p> <p>Will the buddy system be needed?</p>	
<p>Cost</p> <p>How much will it cost?</p> <p>(Materials, food, admission fees, transportation, site fees, etc.) List separately.</p> <p>Who will pay?</p> <p>How?</p> <p>When?</p> <p>If this is a fund raiser, how much will you charge for the program?</p>	
<p>Evaluation</p> <p>How will you evaluate the program?</p> <p>When?</p> <p>Where?</p> <p>With whom?</p>	