

DETAILED ACTIVITY PLANNING WORKSHEET

Page __ of

NO.		
1.	Activity, Event, Service Name:	
2.	Activity Goal:	
3.	Dates:	Begin: _____ End: _____ Begin: _____ End: _____ Begin: _____ End: _____ Begin: _____ End: _____
4.	Times:	Start: _____ Stop: _____ Start: _____ Stop: _____ Start: _____ Stop: _____ Start: _____ Stop: _____
5.	Location(s) where this activity, event or service will be held/provided:	
6.	Alternate locations or other contingencies:	
7.	Activity category and format:	Category: _____ Format: _____
8.	Admission, Fees, Tuition, Participant Costs, etc:	
9.	Anticipated attendance/ participation numbers:	Maximum: _____ Minimum: _____
10.	Target Population/Audience Description:	