

Event Name: \_\_\_\_\_

What is the activity? - (skit, demo, fashion show, announcement, etc.)

\_\_\_\_\_

Mission - To do (this activity) \_\_\_\_\_

in order to achieve (this goal) \_\_\_\_\_

Project goals \_\_\_\_\_

Student leader 'in charge' \_\_\_\_\_

\_\_\_\_\_

When is the activity? \_\_\_\_\_

How long is the activity? \_\_\_\_\_

How much prep time is needed? \_\_\_\_\_

What is the activity fun factor? \_\_\_\_\_

What difficulty could there be to completion? \_\_\_\_\_

\_\_\_\_\_

<b>Work Plan: What do we need to do when</b>	<b>Student responsible</b>
What to do to lay the ground work:	
1.	
2.	
3.	
Two weeks before:	
1.	
2.	
3.	
One week before:	
1.	
2.	
3.	
4.	

One day before:	
1.	
2.	
3.	
Day of the activity:	
1.	
2.	
3.	
4.	

Materials Needed:

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- 
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Roles of Student Leaders and other helpers:


Procedure: *(Use point form here, and attach a more detailed plan.)*


Evaluation: What would you do differently next time?


*Adapted from the **off ramp** program guidebook.*

