



EVENT PLANNING GUIDE

Create your own planning guide by mapping out your Games details using the form below.

EVENT DETAILS

EVENT TITLE: _____

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> FIELD DAY | <input type="checkbox"/> TRACK AND FIELD MEET |
| <input type="checkbox"/> FUN RUN/WALK | <input type="checkbox"/> CROSS-COUNTRY RACE |
| <input type="checkbox"/> TOURNAMENT | <input type="checkbox"/> OTHER: _____ |

EVENT LOCATION: _____

EVENT DATE: _____ EVENT TIME FRAME: _____

EVENT COORDINATOR NAME: _____

PHONE: _____ EMAIL: _____

VENUE HAS APPROVED EVENT: YES NO

GOALS AND EXPECTATIONS FOR THE EVENT:

TARGET PARTICIPANTS AND NUMBERS EXPECTED:

KIDS: _____ SCHOOL STAFF: _____ ADULTS/COMMUNITY MEMBERS: _____



EVENT PLANNING GUIDE

Other people helping with event coordination:

FIRST/LAST NAME	POSITION/ROLE	CONTACT INFO

CONTINGENCY PLAN IN THE EVENT OF POOR WEATHER CONDITIONS:



EVENT PLANNING GUIDE

AREA OF FOCUS	PROVIDED	RESOURCES TO SUPPLY	PERSON RESPONSIBLE
EQUIPMENT/SUPPLIES			
AGENDA/SCHEDULE			
STAFF/VOLUNTEERS			
SET-UP			
CLEAN-UP			
ADVERTISING/OUTREACH			
LOCATION			
SNACKS/WATER			
RESTROOM ACCESS			
SOUND SYSTEM <i>(OPTIONAL)</i>			
PRIZES <i>(OPTIONAL)</i>			
REGISTRATION			