Activity Information Sheet

what you need to know to do the activity

Instructions: Complete and give to untrained, non-activity associates or volunteers assigned to present an activity when a trained activities associate will not be available to assist or answer questions.

The Activity: _____ Date: _____ Beginning time: _____ Location: _____

Entertainer/Speaker/Vendor (if applicable): _____ Phone #: _____

What is the set-up? Where to find materials/supplies/equipment/handouts:

Special instructions for leading the activity, clean-up, and other directions:

Possible problems and solutions:

_____

_____

Back-up plan:

_____

_____

People to invite: *(List name, room #, and any special precautions/assistance/needs.)* Please check off those who attended and list any others who came.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

THANK YOU! _____ *(signature)* Date: _____

❒ There's more information on the back.

❒ Additional materials attached.

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