

SUGGESTED PROGRAM PLANNING CHECKLIST Diocese of Lafayette-in-Indiana

Authorization [Pastor, Principal, DRE, Youth Minister, Other]

What authorization do we need for this event? _____
 Who have we asked? _____
 When? _____
 How will we keep them informed of our plans? _____
 Did they suggest anyone else to contact? _____
 Who? _____ Why? _____ How? _____

Target Group

Who?
 What needs are we trying to address?
 Projected attendance?
 Youth/ Adult ratio planned for?

Recommended Ratios

High School Events	1 Adult / 8 youth
High School Overnights	1 Adult / 6 youth
Junior High Events	1 Adult / 6 youth
Elementary / Preschool	1 Adult / 3-5 youth

Goals/ Objectives

What goals do we have? _____
 What outcome do we desire? _____

Resources to meet our goals (Brainstorm these with a team of planners)

Materials
 Have
 Need

People

Leader _____
 Facilitators _____
 Drivers _____ Do we have a volunteer driver form? _____
 Chaperones _____
 Others (speaker / musicians / clean up / etc.) _____

General Planning

When will this take place? _____
 Transportation needed? _____
 bus
 cars (N.B. only adult drivers i.e. at least 25 or older)
 when
 Have you checked the following calendars to avoid unnecessary conflicts?
 Parish _____ schools
 Community groups - in which our target group participates
 (for example: band, sports, etc.)

_____ **Permission Slips / Medical Forms** _____ mailed _____ returned

_____ **Registration Form?** _____ mailed _____ returned

_____ **Publicity**

How will we publicize this?

_____ Billboards _____

_____ Brochures _____

_____ How to distribute and where? (examples, schools, shopping centers, at what events?) _____

_____ Bulletin boards _____

_____ Buttons _____

_____ Community newsletters _____

_____ Contests _____

_____ Coupons _____

_____ Direct mail _____

_____ E-mail _____

_____ Newspapers _____

_____ Pamphlet announcement _____

_____ Parish bulletins _____

_____ Parish Council _____

_____ Personal invitation _____

_____ Personal letters / notes _____

_____ Posters _____

_____ Press releases _____

_____ Radio spots _____

_____ Road signs _____

_____ T-Shirts _____

_____ Video promotion _____

_____ **Evaluation**

_____ Made a form (based upon goals / objectives / expected outcomes)

_____ **Records**

_____ Have we set up an event file - with this form and evaluation and any suggestions for improvement for those who may want to repeat this?

Miscellaneous / Other

_____ An admission fee _____

_____ Income estimate _____ cost estimate? _____

_____ Emergency plan and back up known by all adults involved. _____

_____ Food _____