Event and Activity Plan

If you are planning an event or activity that includes special considerations, an overnight stay, or travel outside the local area, complete this form and submit it to your bishop or stake president for approval (see Handbook 2: Administering the Church [2010], 8.13, 10.8, and 13) two to three weeks prior to advertising or promoting the event.

<table>
<thead>
<tr>
<th>Location of event</th>
<th>Date(s) of event</th>
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Describe event and activities (please be specific).

Describe gospel-centered purpose of event and activities.

Special needs of participants

Estimated cost

Source of funds (select all that apply)

□ Budget allowance  □ Annual fund-raiser  □ Other:

Administration

Organization

Ward/branch

Stake

Event or activity leader(s)

Telephone number

Other supervisors/chaperones

Transportation

Private vehicles

Drivers' names

Is each vehicle in sound operating condition?  □ Yes  □ No

Does each driver have a current driver's license?  □ Yes  □ No

Is each driver a responsible adult?  □ Yes  □ No

Does each driver have automobile liability insurance?  □ Yes  □ No

Commercial transportation

Bus company name

Is the company currently licensed and insured as a passenger carrier?  □ Yes  □ No

Itinerary  attach full itinerary if needed

Date

Travel to

Travel from

Miles (one way)

Number of meals being planned

Lodging facility

Telephone number

Approvals

Event leader's signature

Date

Bishop's signature

Date

Stake president's signature (when required)

Date

Area signature (when required)

Date

Guidelines

Stake presidencies and bishoprics are responsible to oversee the planning of their Church-sponsored activities. When considering activities, leaders should use good judgment.

To assist in this process:

1. Seek the inspiration of the Lord when selecting, planning, and conducting activities.

2. Carefully develop and follow this Event and Activity Plan, using the guidance found in Handbook 2, section 13.

3. Instruct participants in safety practices unique to the activity before the activity begins.

4. Ensure that each person wears a seat belt.

5. Instruct participants in emergency procedures.

6. Identify safety and health hazards and plans to minimize risk (attach additional pages if needed).

7. Identify any other logistical or activity concerns that may require considerations (attach additional pages if needed).

If you have questions about how to complete this form, contact Risk Management or your local area office.

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