

# Event and Activity Plan

If you are planning an event or activity that includes an overnight stay, travel outside the local area, or an activity with higher than ordinary risks, complete this form and submit it to your bishop or stake president for approval (see *Handbook 2: Administering the Church*, 8.13, 10.8, and 13, [ChurchofJesusChrist.org](http://ChurchofJesusChrist.org)) two to three weeks prior to advertising or promoting the event.

## Event Information

Location of event	Date(s) of event
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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) <input type="checkbox"/> Budget allowance <input type="checkbox"/> Annual fund-raiser <input type="checkbox"/> Other: _____
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## Administration

Organization	Ward or branch	Stake
Event or activity leader(s)	Telephone number	Other supervisors or chaperones

## Transportation

### Private vehicles

Drivers' names	Is each vehicle in sound operating condition? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does each driver have a current driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Is each driver a responsible adult? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does each driver have automobile liability insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No

### Commercial transportation

Bus company name	Is the company currently licensed and insured as a passenger carrier? <input type="checkbox"/> Yes <input type="checkbox"/> No
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## Itinerary Attach full itinerary if needed

Travel to	Travel from	
Date	Miles (one way)	Number of meals being planned
Lodging facility	Telephone number	

## Approvals

Signature	Date
Event leader's signature	
Bishop's signature	
Stake president's signature (when required)	
Area signature (when required)	

## Event and Activity Plan—continued

### 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.