

Event and Activity Plan

Organizations should receive approvals prior to advertising or promoting a Church-sponsored activity involving an overnight stay, travel outside the local area, or higher-than-ordinary risks (see *General Handbook*, 20.5.5, 20.7.7).

Event Information	
Location of event	Date(s) of event

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 fundraiser <input type="checkbox"/> Other: _____
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Administration		
Organization	Ward or branch	Stake
Event or activity leader(s)	Telephone number(s)	Other supervisors or chaperones

Transportation		
Private vehicles		
Drivers' names	Is each vehicle in sound operating condition?	Is each driver a licensed, responsible adult?
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do vehicles and drivers have reasonable amounts of vehicle 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	

Itinerary Attach full itinerary if needed			
Travel from		Travel to	
Date(s)	Miles or kilometers (one way)	Number of meals being planned	
Lodging facility			Telephone number

Approvals	
Signature	Date
Event leader's signature	
Bishop's signature	
Stake president's approval (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. To assist in this process carefully develop and follow this Event and Activity Plan using the guidance found in the *General Handbook* and the Key Principles for Safe Activities on our website:
<https://www.churchofjesuschrist.org/callings/safety/planning-a-safe-activity?lang=eng>
bullets 1-9 (see document)

3. Instruct participants in safety practices unique to the activity before the activity begins.
<https://www.churchofjesuschrist.org/callings/safety/planning-a-safe-activity?lang=eng>
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.