THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

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 *General Handbook: Serving in The Church of Jesus Christ of Latter-day Saints*, 20, Gospel Library) two to three weeks prior to advertising or promoting the event.

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)
	☐ Budget allowance ☐ Annual fund-raiser ☐ Other: _____

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 good operating condition?	Does each driver have a current driver's license?
	☐ Yes ☐ No	☐ Yes ☐ No
	Is each driver a responsible adult?	Does each driver have automobile liability insurance?
	☐ Yes ☐ No	☐ 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

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)	

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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 the *General Handbook*, section 20.
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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