

## Program Planning Worksheet

Fill out this checklist before planning a program so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now – just keep them in mind as you're going through the planning process.

<b>BASIC INFORMATION</b>	
Program Name:	
Program Date/Time:	
Program Location:	
Speaker or Special Guests:	
Contact Info:	
Attendance minimum:	
Attendance maximum:	
Any potential conflicts on this date?	
<b>PHYSICAL NEEDS</b>	
Number of tables? Chairs? Other?	
Technology needs? Computer? Internet access? DVD? Screen? Projector? Telephone? Other?	
Presentation materials? Markers, newsprint, easel	
Activity materials? Glue, scissors, tape, paper, markers	
Other materials? First aid, house- keeping supplies, garbage bags, toilet paper, paper towels, etc.	
Will you be serving food or bever- ages? If so, what type?	
Will any attendees have special dietary needs?	
Serving products? Plates, glasses, silverware, napkins	
Access Site? Key, code, manager	

# Program Planning Worksheet (cont.)

<b>PREPARING THE ROOM</b>	
Will the room need to be cleaned? Before, afterwards or both?	
Room arrangement? Tables, chairs, presentation	
Timetable for room set up?	

<b>VOLUNTEERS</b>	
How many volunteers will you need? Please refer to <i>Safety-Wise</i> .	
Do you need a volunteer who is CPR and first aid certified?  Name:  Contact info:	
How will this program be promoted to girls and community?	

<b>PARTICIPANTS</b>	
What Service Units will be invited to attend?	
What grade level/s will participate?	
Will girls be receiving gift bags, badges, patches, t-shirts, handouts?	
Will you need to print up nametags for your guests? Sign in sheet?	
Are you expecting guests with dis- abilities? If so, what special accom- modations need to be arranged?	
Are participants registered Girl Scouts?  Has additional insurance been ordered for any participants that are not registered Girl Scouts?	

# Program Planning Worksheet (cont.)

<b>THE NEW LEADERSHIP MODEL</b>	
<p>The Girl Scout three keys to leadership—representing activities based on the values of the Girl Scout Promise and Law that engage girls in practicing leadership skills. How will planned program activities align with the following keys to leadership?</p> <p>Discover – Girls understand their values, and use their knowledge and skills to explore the world.</p> <p>Connect – Girls care about, inspire, and team with others locally and globally.</p> <p>Take Action – Girls act to make the world a better place.</p> <p>How will activities be implemented to ensure that they are:</p> <p>Girl-led?</p> <p>Learn By Doing?</p> <p>Cooperative Learning?</p>	

<b>PUBLICITY</b>	
<p>How will the event be promoted and advertised? Flyers, posters, Service Unit website, community calendars</p>	