

PLANNING AN ACTIVITY

HAVE YOU THOUGHT ABOUT:

WHO

- Who will do what?
- Who is the Activity for?
- Who do we need to work with?
- Who do we need to ask?

WHAT

- What do we want to achieve?
- What game(s) / activities are we going to run?
- What do we need
 - ~ equipment
 - ~ information
 - ~ assistance?

WHEN

- When will we run the activity ?
 - ~ day(s)
 - ~ date
 - ~ time (think about environment)
 - ~ duration – game, season etc.

WHERE

- Where will the activity be? (Consider environment)

WHY

- What outcomes are we hoping to achieve?
- Is this important to us, participants?

HOW

- How will we run the activity? – Round Robin, Knock Out, Social, Competitive, Lightening Carnival, Seasonal etc.
- How will we work together to achieve our purpose?
- How will we make it happen?

Remember: this list is just a starting point. Remember to think through your activity from beginning to end!!!