

Activity Planning Sheet



Organiser: _____

Assistant: _____

Date & Title:

Where: *location of activity*

[tip: do you need to check with anyone?]

e.g. Kitchen @ WECC

When: *meeting at the usual time or has it changed*

e.g. 7pm at Megabowl

Who: *do you need anyone in particular*

[tip: tick them off when they've confirmed they'll be there]

e.g. Chris Bell

What: *any special equipment or ingredients required*

[tip: tick them off as you get them]

e.g. Play-doh, PC & Projector

How: *detail the planned activity*

e.g. introduction, watch film, discuss moral values

Why: *what are you hoping people will learn/get out of it*

e.g. learn to work as a team, friendly competition

And finally...

- have you made your assistant aware of what's going on and what you expect of them?
- you are not alone: the Amicus leaders, your assistant, and any member can help if you ask
- if you've asked people to help, are they clear about what you require them to do?
- when involving others, don't leave it to the last minute

Activity Evaluation



This form will be completed as an assessment of the planned activities, with the aim of help you develop as a leader, and to improve future activities for all.

Evaluated by: _____

Area	Excellent	Good	Meh	Poor	Comments
Planning					
- activities well thought-through					
Preparation					
- room					
- equipment					
- materials					
- set-up					
Communication					
- clear instructions for all					
- set expectations					
Participation					
- good use of assistant					
- good use of others					
- all people engaged in activity					

Celebrate: what was good?

Innovate: what was different/unexpected?

Improve: what could've been better?