**Create a Play Day Planning Document**

Identify tasks that need to be done, by whom and when.

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Person Responsible | Due Date | Complete |
| Event Preparation (Event volunteers, letters, invitations, protocols, bookings, promotion, activity planning, food, equipment, garbage and recycle bins, planning meetings) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| Add/remove rows if needed  |  |  |  |
| Event Day (Site set up, volunteer supervision, equipment, food, a/v, special guests, safety, clean-up, photographer) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| Add/remove rows if needed |  |  |  |
| Event Follow-up (Thank-yous, event debrief and summary) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| Add/remove rows if needed |  |  |  |