

**Event and Activity Plan**

If you are planning an event or activity that includes special considerations, an overnight stay, or travel outside the local area, complete this form and submit it to your bishop or stake president for approval (see *Handbook 2: Administering the Church* [2010], 8.13, 10.8, and 13) two to three weeks prior to advertising or promoting the event.

|                   |                  |
|-------------------|------------------|
| Location of event | Date(s) of event |
|-------------------|------------------|

Describe event and activities (please be specific).

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Describe gospel-centered purpose of event and activities.

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Special needs of participants

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|                |  |
|----------------|--|
| Estimated cost | Source of funds (select all that apply)<br><input type="checkbox"/> Budget allowance <input type="checkbox"/> Annual fund-raiser <input type="checkbox"/> Other: _____ |
|----------------|--|

**Administration**

|                             |                  |                              |
|-----------------------------|------------------|------------------------------|
| Organization                | Ward/branch      | Stake                        |
| Event or activity leader(s) | Telephone number | Other supervisors/chaperones |

**Transportation**

**Private vehicles**

|                |   |   |
|----------------|---|---|
| Drivers' names | Is each vehicle in sound operating condition?<br><input type="checkbox"/> Yes <input type="checkbox"/> No | Does each driver have a current driver's license?<br><input type="checkbox"/> Yes <input type="checkbox"/> No     |
|                | Is each driver a responsible adult?<br><input type="checkbox"/> Yes <input type="checkbox"/> No           | Does each driver have automobile liability insurance?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

**Commercial transportation**

|                  |   |
|------------------|---|
| Bus company name | Is the company currently licensed and insured as a passenger carrier?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |
|------------------|---|

**Itinerary** attach full itinerary if needed

|                               |                  |             |                  |
|-------------------------------|------------------|-------------|------------------|
| Date                          | Travel to        | Travel from | Miles (one way)  |
| Number of meals being planned | Lodging facility |             | Telephone number |

**Approvals**

|   |      |                                |      |
|---|------|--------------------------------|------|
| Event leader's signature                    | Date | Bishop's signature             | Date |
| Stake president's signature (when required) | Date | Area signature (when required) | Date |

**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 Handbook 2, section 13.
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.