

# SAMPLE ACTIVITY PLANNER

EVENT \_\_\_\_\_

CHAIRPERSON / PHONE \_\_\_\_\_ ADVISOR / PHONE \_\_\_\_\_

DATE \_\_\_\_\_ LOCATION \_\_\_\_\_

TOUR PLAN REQUIRED? YES / NO  
SHORE PWR REQUIRED? YES / NO

RESERVATIONS REQUIRED? YES / NO  
FLOAT PLAN REQUIRED? YES / NO

DEPARTURE TIME: \_\_\_\_\_ RETURN TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_ PLACE: \_\_\_\_\_

HOMEBOUND CONTACT / PHONE: \_\_\_\_\_

SCOUT ATTENDEES / PHONE:

1. \_\_\_\_\_ 7. \_\_\_\_\_

2. \_\_\_\_\_ 8. \_\_\_\_\_

3. \_\_\_\_\_ 9. \_\_\_\_\_

4. \_\_\_\_\_ 10. \_\_\_\_\_

5. \_\_\_\_\_ 11. \_\_\_\_\_

6. \_\_\_\_\_ 12. \_\_\_\_\_

ADULT ATTENDEES / PHONE:

1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

\* DENOTES DESIGNATED DRIVERS

**MEAL MENUS / FOOD STUFFS:**

1. The first meal is always individual sack lunches.

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**EQUIPMENT: WHAT? HOW MANY? WHO HAS THE RESPONSIBILITY?**

1. Permission Slips

2. Permits / Reservations

3. Tents

4. Water jugs

5. Ice Chests

6. Lanterns

7. Stoves

8. Propane

9. Cookware

Pots / skillets / bowls

Utensils

10. Paper Products

11. Boats / Boat Papers / Sails / etc.

12. Other Equipment