

RECREATION PROGRAM PLAN

PROGRAM		DATE	HOUR
DESCRIPTION			
CLEARANCE AND/OR COORDINATION			
PUBLICITY MEDIA TO BE USED			
DATE OF FIRST RELEASE			
EQUIPMENT REQUIRED			
DECORATIONS			
PRIZES		REFRESHMENTS	
RESOURCE CONTACTS			
TRANSPORTATION			
NUMBER OF VEHICLES NEEDED		DESTINATION	
JOB ASSIGNMENTS			
PHYSICAL SET-UP TO BE USED			
COST			

EVALUATION (To be filled in after program has been presented)

EVALUATION TO INCLUDE CAREFUL CONSIDERATION OF BASIC ELEMENTS OF GOOD PROGRAMMING; UNITY, VARIETY, MATURITY, ORIGINALITY, CONTINUITY, FLEXIBILITY, TIMING, GOOD TASTE, COORDINATION, ECONOMY, EFFICIENCY, PARTICIPATION, BALANCE;

ATTENDANCE

OVER-ALL EFFECTIVENESS

COMPLETENESS OF PLANNING

ELEMENTS TO BE STRENGTHENED OR ELIMINATED IN FUTURE PLANNING

ELEMENTS TO BE REPEATED IN FUTURE PLANNING

SIGNATURE OF MEMBER OF STAFF RESPONSIBLE