

Program Planning Checklist¹

To implement your program or event, begin by answering the following questions:

Program

- What is the program?
- How long it will run?
- When?
- Where?
- What equipment and supplies are needed?
- Who will be leading?
- Who does the paperwork?
- What are the costs?
- What kind of promotion will be used?
- What's the back-up plan?

People

- Recruit leaders.
- Recruit volunteers.
- Provide necessary training and information.
- Inform necessary people that program is happening.

Facility

- What facility is to be used?
- Who books the facility in advance?
- Who will open/lock facility?
- Who cleans up?
- What if something gets broken?
- Is there appropriate insurance?
- What if there is a fire?
- What if someone gets hurt?
- Is it available when needed?
- Is there enough space?
- Is it suitable space?

¹ Manitoba Aboriginal and Northern Affairs (2002). [Aboriginal community recreation resource guide](http://www.gov.mb.ca/ana/publications/acrrm.pdf). Retrieved from <http://www.gov.mb.ca/ana/publications/acrrm.pdf> June 15, 2014.

Equipment

- Gather equipment.
- Improvise with available resources.
- Borrow.
- Purchase.
- Determine a method to track equipment.
- Record equipment condition.
- Ensure it's available when needed.

Budget

- Prepare budget.
- Examine costs for travel, equipment, meals, accommodations, facility rental, etc.
- Review funding resources including recreation budget, grants, donations, council, community organizations, fees.

Promotion

- Create and distribute flyers, posters, brochures, etc.
- Announce on radio, TV, school, band office, nursing station.
- Use word of mouth.
- Be sure to remove posters when event is over.

Miscellaneous

- Confirm flights when travelling or bringing instructors into the community.
- Determine who will meet visitors.
- Arrange visitor accommodation.