

ACTIVITIES OUTLINE GUIDE

Date submitted: _____

1. What is the activity?

2. Where is it? Address:

Building/Room #/Parking specifics:

Directions:

3. Where will WRHE members gather to meet at this event? (Examples: north entrance; by the fountain; at the ticket booth)

4. When is it? Date: _____ Time begins: _____

Time ends: _____

5. Is meal planning needed? Brown bag? Potluck? Eat at restaurant?

6. Who is it designed for?.....is there a focus age and/or level of skills that the activity is best suited for? (For example: preschoolers? reading required? ability to sit and listen quietly? agility or physical abilities or stamina? is it a general introduction for any age? are toddlers welcome? etc.)

Are parents expected to stay with their children? _____ Yes/No

8. Who is the WRHE contact person?

NAME: _____

Phone: _____ email: _____

Best time to contact you:

9. Is there a contact person at the activity?

NAME: _____

Phone: _____ email: _____

FAX: _____

10. If the activity is cancelled, how will people who sign up be notified?

11. Cost? _____

Pay to whom? _____

12. Sign up by DATE: _____

13. Is there an age limit or minimum? ____ No limit ____

Limited to ages: _____

14. Is there a minimum or maximum number of participants? ____ No limit

____ Minimum to do activity: _____ Maximum allowed: _____

15. Does the activity need set-up or clean-up volunteers?

16. What should participants bring with them?

17. Special clothing needed? (outdoor, casual, white bottomed shoes, swimming, etc....)

18. Is this activity accessible to people with strollers? _____ Yes/No

19. Is this activity accessible to people with disabilities? _____ Yes/No

20. Other notes: