# Program Planning Graphic Organizer Example

When planning a program activity for a conclave weekend, it is generally a good idea to answer some key questions as a part of this planning process. This graphic organizer is meant to provide some of the right questions to answer. All program activities are unique, and do not follow a one-size fits all approach. Because of this, there may be logistical details that this organizer does not cover.

This graphic organizer is meant to help plan **one** activity. If you are using this organizer to plan your activities, make sure to make multiple copies.

*Provide a title and briefly describe the activity.*

**Capture the flag. There are two teams, each with a flag. The goal is to get the flag of the other team.**

*How long will the activity last?*

**Each round may last about 15 minutes. For eight lodges to compete in a tournament-style format, this would take about an hour and 45 minutes.**

*Is the activity best done inside or outside? If outside, does the activity need to occur in the daylight?*

**Capture the flag should occur outside on a sports field in the daylight.**

*How many people is the activity designed to engage?*

**Each team should be made up of 10-15 players from each lodge, which would engage about 120 players if each lodge brings 15.**

*What supplies and how many of each item do you need to engage that number of Arrowmen?*

**Two flags and two flagpoles.**

*How many staff do you need to execute this activity with that number of Arrowmen? What would each staff member do? Do you need a staff member with special certifications?*

**Five people.**

**A referee to enforce the rules.**

**2 adults to witness and ensure the lodges are playing safely.**

**Someone to organize the tournament and get lodges who are playing rounds on and off the field.**

**Someone to keep score.**

**No special certifications here.**

*Is there anything else that needs to happen to make this activity happen?*

**Not as far as I can tell. We may want to offer lodges the opportunity to create their own flag!**