# Program Planning Graphic Organizer

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.*

*How long will the activity last?*

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

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

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

*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?*

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