# Pre-Event Planning Guide

Please use this form in combination with the Risk Management Checklist and Steps for Using the Pre-Event Matrix to help insure a safe activity/event for youth and volunteers.

**Title of Event/Activity:**

**Individual(s) Responsible for Coordinating Event:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Event Level:**

- [ ] County
- [ ] Multi-County(District)
- [ ] State
- [ ] National

**Event Occurrence:**

- [ ] New Event (First Time)
- [ ] Reoccurring

**Type of Event/Activity:**

- [ ] Fundraiser
- [ ] Retreat
- [ ] Competition
- [ ] Conference/Seminar
- [ ] Social Activity
- [ ] Program
- [ ] Camp School Enrichment Program
- [ ] Organized4-HClub
- [ ] After-School Program
- [ ] Special Interest Classes/Clinics
- [ ] Other

**Scheduled Date(s) of Event/Activity:**

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
</table>

**Scheduled Time(s) of Event/Activity:**

<table>
<thead>
<tr>
<th>Start</th>
<th>End</th>
</tr>
</thead>
</table>

**Location(s) of Event/Activity:**

- Primary:__________________________
- Backup:__________________________

(in case of inclement weather)

**Number of People Attending:**

(estimated number)

**How does this event/activity promote the mission of the 4-H program:**

**Provide a brief description of the event/activity that you are planning:**
<table>
<thead>
<tr>
<th>Activity/Task</th>
<th>Type of Risk</th>
<th>Possible Risks of Activity</th>
<th>Ways to Manage Risk</th>
<th>Needed Changes</th>
<th>We will The Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(check all that apply)</td>
<td>□ People&lt;br&gt;□ Property&lt;br&gt;□ Financial&lt;br&gt;□ Goodwill/Reputation</td>
<td></td>
<td></td>
<td>(check all that apply)</td>
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<td>(check all that apply)</td>
</tr>
</tbody>
</table>

After assessing the risk and making modifications the risk level is:

□ High
□ Medium
□ Low

We have decided to...

□ Conduct
□ Not Conduct the Activity
After-Event Assessment

1. Was your event/activity a success? Why or why not?

2. Did you encounter any unforeseen problems? ☐ Yes ☐ No
   If yes, how can you better prepare in the future?

3. Are you going to continue this event? ☐ Yes ☐ No
   If yes, what changes would you recommend for the future?

* Portions of this document were adapted from materials developed by Department of Student Activities at Texas A&M University, Ohio State University Extension, Kansas State Research and Extension, and the Alliance for Nonprofit Management.