

# 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:** \_\_\_\_\_  
Name

Position \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_  
Name

Position \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

**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
- Organized 4-H Club
- After-School Program
- Special Interest Classes/Clinics
- Other \_\_\_\_\_

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

Start \_\_\_\_\_ End \_\_\_\_\_

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

Start \_\_\_\_\_ End \_\_\_\_\_

**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:**



| Activity/Task | Type of Risk   | Possible Risks of Activity | Ways to Manage Risk | Needed Changes | We will<br><u>The Risk</u>  |
|---------------|--|----------------------------|---------------------|----------------|---|
|               | (check all that apply)<br><input type="checkbox"/> People<br><input type="checkbox"/> Property<br><input type="checkbox"/> Financial<br><input type="checkbox"/> Goodwill/Reputation |                            |                     |                | (check all that apply)<br><input type="checkbox"/> Reduce<br><input type="checkbox"/> Avoid<br><input type="checkbox"/> Transfer<br><input type="checkbox"/> Assume |
|               | (check all that apply)<br><input type="checkbox"/> People<br><input type="checkbox"/> Property<br><input type="checkbox"/> Financial<br><input type="checkbox"/> Goodwill/Reputation |                            |                     |                | (check all that apply)<br><input type="checkbox"/> Reduce<br><input type="checkbox"/> Avoid<br><input type="checkbox"/> Transfer<br><input type="checkbox"/> Assume |
|               | (check all that apply)<br><input type="checkbox"/> People<br><input type="checkbox"/> Property<br><input type="checkbox"/> Financial<br><input type="checkbox"/> Goodwill/Reputation |                            |                     |                | (check all that apply)<br><input type="checkbox"/> Reduce<br><input type="checkbox"/> Avoid<br><input type="checkbox"/> Transfer<br><input type="checkbox"/> Assume |

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.