

Getting Started – Play Leader Worksheet

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Category	Information	We Do	They Do
<ul style="list-style-type: none"> ■ Company ■ Group 	Web Site		
<ul style="list-style-type: none"> ■ Contact Person ■ Name: 	Title Email Phone Cell Address Fax		
<ul style="list-style-type: none"> ■ Purpose 	Why Expectations		
<ul style="list-style-type: none"> ■ Event Theme/Name 			
<ul style="list-style-type: none"> ■ Number Of Participants 			
<ul style="list-style-type: none"> ■ Date 	Preference Alternatives		
<ul style="list-style-type: none"> ■ Time Frame 	Time Of Day		
<ul style="list-style-type: none"> ■ Event Budget 			
<ul style="list-style-type: none"> ■ Where ■ Indoors Or Out? 	Who's Responsible Address Contact Person		
<ul style="list-style-type: none"> ■ Travel? Budget ■ (Gas, Taxi, Parking, Tolls, Tickets, Food, Lodging 	Expenses Estimated Reservations Made Total Cost		
<ul style="list-style-type: none"> ■ Expense Budget 	Materials Printing Take Homes		
<ul style="list-style-type: none"> ■ Food Budget 	Meals Snacks & Drinks Alcohol		
<ul style="list-style-type: none"> ■ Participants 	Work Descriptions Age Range Physical Ability Estimate Gender Balance Special Needs Org Leadershp Attend? Who?		

<ul style="list-style-type: none"> ■ Agenda 	<p>Before Play Session After Play Session Home Locale Know/Work W/ Each Other? Cultural Considerations?</p>		
<ul style="list-style-type: none"> ■ Participants – Informed Re: Program? 	Mind Set		
Rain Or Contingency Plan	Where? Transportation Changes Communication Plan		
<ul style="list-style-type: none"> ■ Av Requirements 	Mike – Type Music – TV, Power Pt. – LCD, Overhead, I Pod, Speakers, Charts, Markers		
<ul style="list-style-type: none"> ■ Contract 	Sent Received Signed		
<ul style="list-style-type: none"> ■ Waiver & Health Forms 	Sent Signed & Received Flagged Staff Informed Forms Locatn' during event		
<ul style="list-style-type: none"> ■ Medical Emergency Plan 	Staff Qualifications Phone Locations Cells #'s Available Hospital Maps Phone Numbers Facility and Client Contacts Phone Numbers		
<ul style="list-style-type: none"> ■ Evaluations 	What & When Who		
<ul style="list-style-type: none"> ■ Follow Up With Organization 	Who When What		
<ul style="list-style-type: none"> ■ Supplies To Gather/Buy 	What Who		
<ul style="list-style-type: none"> ■ Help Needed – Additional Staff 	How Many Skills Needed Who Contacted? Contracted?		
<ul style="list-style-type: none"> ■ Company Referred By? 	Who? Thank You Sent		