

FFA Activity Planning Checklist

*Initial next to the task once it is completed.

Before Planning

- ☐ • Identify Purpose and Goals:
 - Define the objective and goals of the activity (e.g., educational, community service, leadership development).
- ☐ • Select Activity Type:
 - Choose an activity type that aligns with the identified purpose (e.g., workshop, field trip, competition).

Planning Phase

- ☐ • Form Planning Committee:
 - Recruit members or officers to form a planning committee.
 - Assign roles and responsibilities (logistics, promotion, materials preparation).
- ☐ • Develop Budget:
 - Estimate costs (materials, transportation, venue).
 - Secure funding through chapter funds, sponsorships or fundraising.
- Plan Logistics:
 - ☐ ○ Determine logistics (equipment, facilities, permits).
 - Arrange resources (guest speakers, workshop materials).
- Create Agenda or Program:
 - ☐ ○ Outline a detailed agenda or program.
 - Include key components (welcome, sessions, breaks, closing).

Preparing for the Activity

- ☐ 1. Promote and Communicate:
 - Develop a promotion plan (social media, posters, email).
 - Communicate details to members, advisors and potential participants.
- ☐ 2. Conduct Rehearsals:
 - Schedule preparatory meetings or rehearsals.
 - Ensure everyone understands their roles.

Day of the Activity

- ☐ 1. Set Up Early:
 - Arrive early to set up equipment and materials.
 - Address any last-minute issues or adjustments.
- ☐ 2. Execute the Plan:
 - Facilitate the agenda as planned.
 - Ensure activities run smoothly and participants are engaged.

After the Activity

- ☐ 1. Evaluate and Follow-up:
 - Gather feedback from participants and advisors.
 - Assess the success of the activity based on goals.
 - Document lessons learned and areas for improvement.
- ☐ 2. Express Gratitude:
 - Send thank-you notes or emails to participants, volunteers and sponsors.

Additional Tips

- Stay Organized: Keep track of deadlines, budgets and communication.
- Delegate Tasks: Distribute responsibilities to committee members effectively.
- Stay Flexible: Be prepared to adapt plans based on feedback or unforeseen circumstances.
- Celebrate Success: Recognize achievements and contributions of everyone involved.

FFA Activity Planning

Activity Name:

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Before Planning

- Purpose and Goals of Activity:
 - Define the objective and goals of the activity (e.g., educational, community service, leadership development).
- Activity Type:
 - Choose an activity type that aligns with the identified purpose (e.g., workshop, field trip, competition).

Planning Phase

- Planning Committee Members:
- Committee Member Roles and Responsibilities (logistics, promotion, materials preparation):
- Budget:
 - Estimate Costs (materials, transportation, venue):
 - Funding Source:
- Plan Logistics:
 - Logistics and resources needed:
- Create Agenda or Program:
 - Outline agenda for event.

Preparing for the Activity

- Promotion and Communication Plan:

- Date and Time of Rehearsals:

Day of the Activity

- Individuals Responsible for Set Up:

- Individuals Responsible for Execution of Event:

- Individuals Responsible for Tear Down:

After the Activity:

- Individuals Responsible for Evaluation:

- Individuals Responsible for Thank-You Notes: