



FCCLA ACTIVITY PLANNING SHEET

Today's Date: _____

Type of Activity: _____

Name or theme of event: _____

Name of person in charge: _____ Phone: _____

Planning committee: _____

Date of event: _____ Time: _____ Location: _____

Budgeted amount for publicity: _____

Methods of publicity: _____

Are tickets needed? _____ When: _____ Ticket price: _____

Dress: _____

Refreshments: _____

Printed programs: Yes or No When? _____ Who? _____

Information for the program: _____

Special theme/logo/colors? _____

Information about performing group, special guests or speakers: _____

Purpose of activity/goals: _____

Additional information/ideas/suggestions: _____
