**New Activity/Event Planning Sheet**

|  |  |  |
| --- | --- | --- |
| **Title of Activity/Event:** | **Date/Day:**M[ ]  T[ ]  W[ ]  TH[ ]  F[ ]  Sa[ ]  Su[ ]  | **Time:**[ ]  AM [ ]  PM  |
| **Activity Type:**[ ]  Individual [ ]  Group[ ]  Self-Directed  | **Location Size Needed:**[ ]  Quiet room [ ]  Small area[ ]  Large area | **Number of Participants Expected:** |
| **Intended attendees:** Male [ ]  Female [ ]  **Age Appropriate For:** All [ ]  Below 60 [ ]  60 & older [ ] **Physical assistance needed**: Independent [ ]  Minimal assist [ ]  Complete assist [ ] **Mental Status:** Alert & Oriented [ ]  Gently confused [ ]  Disoriented [ ] Other: |
| **Objective(s):** Improve Socialization [ ]  Improve Self-Esteem [ ]  Improve Morale [ ]  Creativity Boost [ ] Improve hand eye coordination [ ]  Increase physical activity [ ]  Promote sense of accomplishment Improve mental health [ ]  Other [ ]  |
| **Prepare Ahead of Time:** |
| **What You Will Need:** |
| **Chairs** [ ] **: \_\_\_\_\_\_\_\_\_ # needed****Tables** [ ] **: \_\_\_\_\_\_\_\_\_ # needed****Other equipment:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Beverage(s):** Water [ ]  Ice [ ]  Coffee: Regular [ ]  Decaf [ ] Tea: Hot [ ]  Iced [ ]  Soft drinks [ ]  OJ [ ]  Fruit Juice[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Condiments:** Sugar [ ]  Cream [ ]  Sweetener [ ] Lemon [ ]  Ketchup [ ] Mustard [ ]  Mayonnaise [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Tableware:** (Check “P” for Plastic/Paper)[ ]  **Cups:** Small [ ]  Large[ ]  P[ ] [ ]  **Flatware**: Spoons[ ]  Forks[ ]  Knives[ ]  P[ ] [ ]  **Glasses:** Small [ ]  large [ ]  P[ ] [ ]  **Napkins**: Small [ ]  large [ ]  P[ ] [ ]  **Plates:** Small [ ]  Large [ ]  P[ ]  | **Food Item(s)/Menu to Request:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Other Needs from Dietary:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Craft Supplies:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Who You Will Need:** |
| Activity Staff [ ]  Volunteers [ ]  Nursing [ ]  Dietary [ ]  Social Services[ ]  Administration [ ] Housekeeping [ ]  Maintenance [ ]  Other [ ]  |
| **How Activity is Done:** |
| Instructions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |