



## Event Program Plan

*Describe in detail your approach to handle each of the items below as it pertains to your request event. This plan must be reviewed by the department head and signed off for approval.*

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| <b>Name of Program/Event/Conference:</b>   |                               |
| <b>County:</b>   | <b>Event Organizer Name:</b>  |
| <b>Proposed Dates:</b>   | <b>Location:</b>              |
| <b>Expected Attendance:</b>  | <b>Participant Age Group:</b> |
| <b>Program Description:</b>  |                               |
| <b>Program Purpose/Desired Outcomes:</b>   |                               |
| <b>Estimated Costs:</b>  |                               |
| <b>Funding Sources:</b>  |                               |
| <b>Tentative Agenda:</b>   |                               |
| <b>Requirements for Participation:</b>   |                               |
| <ul style="list-style-type: none"> <li>• Enrollment/Registration</li> <li>• Participation Agreement</li> <li>• Sample promotional materials</li> <li>• Social media advertising/communication plan</li> </ul>  |                               |
| <b>Health and Safety Plan:</b>   |                               |
| <ul style="list-style-type: none"> <li>• Medical Release/Permission for Treatment</li> <li>• Participant information regarding special medical considerations/activity restriction</li> <li>• Consent form allowing staff to dispense medication</li> <li>• No over-the-counter medications may be given without written permission</li> <li>• Measures to protect privacy</li> <li>• Follow up to ensure that restrictions are applied/preventative measures taken</li> <li>• Prescription medications in original container</li> <li>• Parental Permission Agreement</li> <li>• Hold Harmless/Informed Consent</li> <li>• Media Release Form</li> <li>• Parent/Guardian Consent Form/Emergency Contact Information</li> <li>• Treatment procedures including incident report form and health log</li> <li>• Adequate supervision for youth according to policy</li> <li>• First response-Inclement weather/emergency plan</li> <li>• Missing or Runaway participant procedures</li> <li>• Incident Report</li> </ul> |                               |
| <b>Conduct Expectations/Consequences:</b>  |                               |
| <ul style="list-style-type: none"> <li>• 4-H Code of Conduct</li> <li>• Policy regarding alcohol, tobacco, drugs, fireworks, guns, etc.</li> <li>• Rules about when participants may leave during the program</li> <li>• No toleration for violence</li> <li>• No toleration for sexual harassment, sexual abuse, and other sexually inappropriate conduct</li> <li>• No toleration for hazing and bullying (physical, verbal or cyber-bullying)</li> <li>• No toleration for misuse or damage of University property</li> </ul>   |                               |

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| <ul style="list-style-type: none"> <li>• Prohibition against cameras and other digital recording devices in showers, restrooms, locker rooms, and other areas where privacy is expected</li> <li>• Cell Phone use</li> </ul>  |
| <b>Housing Specifics:</b>   |
| <ul style="list-style-type: none"> <li>• In-room visitation for participants and non-participants</li> <li>• Curfew</li> <li>• Lights out</li> <li>• Plan for adults and minors using shared restrooms (if applicable)</li> <li>• Access plan</li> </ul>  |
| <b>Event Staff/Volunteers:</b>  |
| <ul style="list-style-type: none"> <li>• Staff selection/application process</li> <li>• Background checks</li> <li>• Approved, enrolled volunteers/Volunteer Appointment Agreement</li> <li>• Staff training (responsibilities, expectations, emergency training, safety/security cautions)</li> <li>• Review of Protection of Minors Policy (if applicable)</li> <li>• Initial orientation program for participants</li> </ul> |
| <b>Programming Risks:</b>   |
| <ul style="list-style-type: none"> <li>• Transportation plan and guidelines for staff and volunteers</li> <li>• High risk scheduled activities</li> <li>• At-risk populations</li> </ul>  |
| <b>Departmental Specific Plan Requirements</b>  |
| <ul style="list-style-type: none"> <li>• TBD</li> </ul>   |

\_\_\_\_\_  
Signature of Event Organizer

\_\_\_\_\_  
Date of Submission

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*(to be completed by department head if program is **approved**)*

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Department Head Name

**Event is approved pending the following plan alterations/additions:**