

What are the tasks to be complete?

(Gathering Supplies, money, refreshments, publicity, transportation, etc.)

Who will complete the tasks?

What resources are needed?

Timeline

(Before, during project)

How many volunteers are needed for this adventure/Who can come on the date of the adventure?

Does everyone have a job/know their responsibility?

Problems we might run into?

Do we need extra insurance for this adventure? First aid kit on site? etc.)

What have we forgotten