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| **RECREATION ACTIVITY PLAN** |
| Name: |  |  Underway |  In port |
| Theme: |  |
| Purpose: |
|  |
| Date: |  | Time: |  |
| Amount Budgeted: |  |
| Who will be participating? |
| Adults | Estimated Number |  | Children | Estimated Number |
| Single men |  |  | 3 years and under |  |
| Single women |  |  | 4 - 6 years |  |
| Couples (total persons) |  |  | 7 - 9 years |  |
|  |  |  | 10 - 13 years |  |
|  |  |  | 14 - 17 years |  |
| Total (A) |  |  | Total (B) |  |
| Estimated total number participating: (A + B) |  |
| Desired facility/location: | Point of Contact: | Estimated Cost: (C) |
|  |  |  |
| Shore patrol required? | [ ]  Yes | [ ]  No |
| Medical personnel required? | [ ]  Yes | [ ]  No |

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| **Schedule of Activities** | **Time** | **Age Group Served** | **Point of Contact** |
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| **Food/Beverages** | **Serving Time** | **Point of Contact** |
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| **NOTE:** Don’t forget to plan on how to serve if a large group will be going through a line. | Estimated Cost *(if not included in cost of facility)*: (D) |
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| Publicity/promotion plan of action: | Release Date: | Point of Contact: | Estimated Cost: (E) |
|  |  |  | $ |  |
| Photography/video recording plan of action: | Point of Contact: | Estimated Cost: (F) |
|  |  | $ |  |
| Decorations plan of action: | Point of Contact: | Estimated Cost: (G) |
|  |  | $ |  |
| Transportation plan of action: | Point of Contact: | Estimated Cost: (H) |
|  |  | $ |  |
| **Supplies/Services Needed** | **Source** | **Estimated Cost** |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
| Total Estimated Cost for Supplies/Services: (I) | $ |  |

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| **Tasks and Staffing Requirements**  |
| Examples: setup, cleanup, photography, cooking, games, children’s activities, etc. |
| **Task** | **Individual or Division Responsible** | **Deadline** | **Date Checked** | **Date Completed** |
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| **Financial Plan** |
| Estimated total cost: (Add C through I) | $ |  | (J) |
| Estimated number participating: |  |  | (K) |
| Cost per participant: (J ÷ K) | $ |  | (L) |
| Recreation fund subsidy per participant: | $ |  | (M) |
| Actual fee charged per participant: (L - M) | $ |  |  |
| Total recreation fund subsidy: (K x M) | $ |  |  |
| Can recreation fund support? | [ ]  Yes | [ ]  No |
|  |
|  | **IF:** | **THEN:** |  |
|  | Yes | Continue as planned. |  |
|  | No | Reduce recreation fund subsidy and raise fee. |  |
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|  | **NOTE:** Ensure safety considerations are part of the plan. Don’t forget to plan to evaluate. |  |
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