

EVENT SITE INFORMATION

1. Knowing the exact location of the event site will help you to provide directions to participants, event staff, parents/guardians, and/or emergency services personnel.

Name of site: _____

Street address: _____
CITY ZIP

Location of nearest phone (that is **not** a cellular phone) to which you will have access to during the event: _____ Phone #: (_____) _____

2. Attach a street map that shows access to the site.
3. Attach a site map that indicates where participants will be on the site during the event.

PARTICIPANT CHECK-IN AND CHECK-OUT

As part of the event plan it is important to develop a system that will allow you to know who, and how many people are on the site.

1. What are the check-in procedures for **all** people on the site — children, adults, members, and non-members? _____
2. What are the check-out procedures? _____
3. What are the procedures if someone wishes to check-out a child early? _____
4. Parents will be notified when, and by whom if an unauthorized individual requests to take a child from your custody? _____
5. Law enforcement will be notified when, and by whom if an unauthorized individual requests to take a child from your custody _____