Before an activity is started, several questions need to be asked or reviewed.

What is the objective of the event?
_____
_____
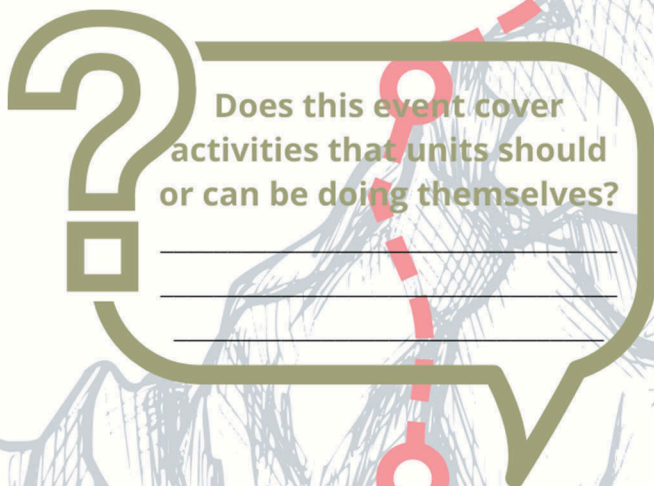_____
_____

Who is the primary audience of the event?
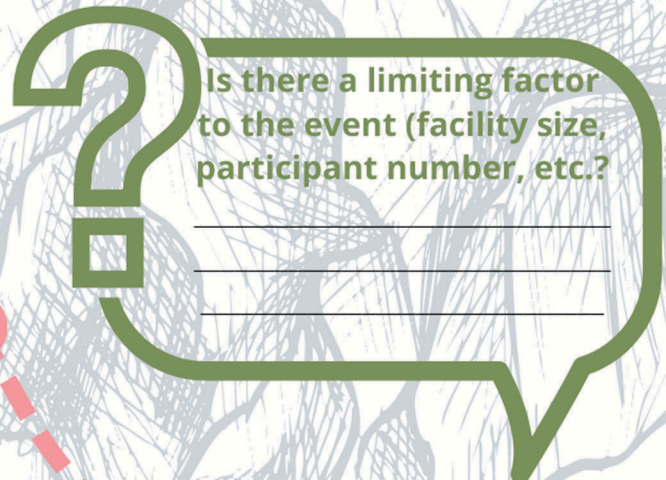_____
_____
_____
_____

Does this event cover activities that units should or can be doing themselves?
_____
_____
_____

Is there a limiting factor to the event (facility size, participant number, etc.?
_____
_____
_____

Is the event overnight, meaning it will need for NCAP accreditation?
_____
_____
_____