# Tour/Interpretive Activity Planning Sheet

## Activity name:  
*(what is the activity?)*

## Activity Type:  
e.g. demonstration, sensory activity, etc..

### Preparation

1. **Group profile:** who is this activity for? Describe them: age, nationality, likes, dislikes

2. **How many people can I take on this activity?** (minimum and maximum)

3. **How long will this activity take?** Timing

4. **What time of day will I run this activity?** E.g. early morning market tour, evening food tour, etc.

5. **What things will I need to run this activity?** The equipment, resources, ingredients, props, etc. I will need – list these:

6. **What do you want to achieve with this activity?** Objectives:

7. **What transport will you need?**

8. **What must I do to prepare the tourists/participants?** E.g. give them choice to participate: explain any dangers or risks; invite them to join or not.

9. **What must tourists/participants bring to the activity?** E.g. sunblock, hat, water, closed shoes, etc.

### Knowledge and Research

10. **What research and information do I need to deliver this activity very well?**  
    (E.g. background, history, processes, ingredients, etc.) This will help you
give them information and answer questions

### Interaction

11. **What will I say and what will I do:** what is my script?

11.1 **Welcome and introduction:**

11.2 **Open the activity:** background and what the activity is about

11.3 **Main activity (content):** what are the steps and key points: and what will I say and do in each step? What of the knowledge will I share? What props and resources will I need for each step?

   Step 1: 

   Step 2: 

   Step 3: 

   Step 4:

11.4 **Ending of the activity:** talk about the activity and thank participants

### Special Notes:
- Payment by tour members: included or not included in tour price?
- **Risks:**
- **How can I manage the risks:**