

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 with 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: