

# SP Activity Planner

<b>I.</b>	<b>Big Picture Ideas</b>
<b>1. Goal of Event</b>	
<b>2. Learner Population</b>	
<b>3. Type of Activity</b>	
<b>4. SP Cases/Checklists</b>	
<b>5. Expectations of SPs</b>	
<b>II.</b>	<b>Key Planning Details</b>
<b>6. Finding an SP Program</b>	
<b>7. Budget</b>	
<b>8. Timing &amp; Number of Encounters</b>	
<b>9. Location of Event</b>	
<b>10. Number of SP's, specific demographics</b>	
<b>III.</b>	<b>Key Info for SP Program</b>
<b>11. Date(s) of Event-</b>	
<b>12. Parking for SPs</b>	
<b>13. SP Call Time – Contact</b>	
<b>14. Event End Time</b>	
<b>15. Additional Notes</b>	
<b>IV.</b>	<b>Billing</b>
<b>16. Your Name, Title, Program, etc.</b>	
<b>17. Activity Title</b>	
<b>18. Billing – Contact Name, Contact Email &amp; Phone</b>	
<b>19. Information due dates/deadlines with the SP Program</b>	

