

# Event Planning – Type 1

## Pre-Class Homework Assignment

This is an advanced-level course with a lot of material to cover. To make the best use of class time and spend the maximum time on the classroom tabletop exercises, participants will need to do some reading before class. This should be no more than 1.5 to 2.5 hours for most people.

1. Before the class, review these two examples provided as part of the course material:
  - a. Shadow Planning document from 2014 County Wide Drill
  - b. Net Control After Action Report from 2015 County Wide Drill
2. Before class, review the classroom presentation, slides 36 through 73, and the course handout “Drill Planning Checklists”. We will not cover this material in class but will review it and answer any questions you may have.
3. You will need to be familiar with the above material for the classroom tabletop exercises and discussion. The classroom tabletop exercises will consist of you doing some initial planning for a fictitious event. You will take on one of the planning roles as part of a planning team and determine how the event might be planned from a RACES perspective. This will involve working individually and as part of a planning team.
4. Review the “Event Planning Checklists” document (part of classroom exercise materials) located on web site. Bring this document to class.