



OPERATIONAL SCHEDULE TEMPLATE

OPERATIONAL SCHEDULE

FILL OUT ONE TABLE FOR EACH DAY IF SCHEDULE VARIES DAY TO DAY

☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

ACTIVITY DESCRIPTION	START TIME	END TIME	NO. OF PARTICIPANTS UNDER AGE 18	NO. OF PARTICIPANTS OVER AGE 18	NO. OF PARENTS/ GUARDIANS WAITING

INSTRUCTOR & STAFF SCHEDULE

FILL OUT ONE TABLE FOR EACH DAY IF SCHEDULE VARIES DAY TO DAY

☐ MONDAY ☐ TUESDAY ☐ WEDNESDAY ☐ THURSDAY ☐ FRIDAY ☐ SATURDAY ☐ SUNDAY

SPECIFY INSTRUCTOR OR STAFF	ARRIVAL TIME	DEPARTURE TIME