



Event Planning Guide

Select the event many weeks in advance to enable planning and getting the word out.

Come up with answers to the following:

- What is the event?
- Where is the event?
- Where and when (date/time) do we meet at the beginning?
- How do we get to the event?
- When do we get to the event (time)?
- How much does it cost (for admission/registration, food, transportation, anything needed for the event)?
- How will we pay this cost (do we need a fund raiser)?
- Who can go (age limits, rank limits)?
- What do we need to bring?
- Does this event conflict with other scheduled troop or other events?
- Do we need a tour permit? Do we need permission from owner?

Prepare an event notice summarizing these points and get this to the Webmaster. Include a permission slip if Scoutmaster indicates one is needed.

Use announcements at meetings, E. Mail, phone tree to ensure that everyone knows.

After the event is announced:

- Who is expected to attend (and how many total)?
- Who is bringing what?
- How many cars are needed? Are enough drivers signed up?
- Are enough adult leaders signed up?

After the event, write up an "After Action" report (right at the end):

- What went well?
- What could be done better next time?
- Who is responsible for fixing this?