

## Event Planning Guide

*Thank you for volunteering to plan and run a service unit event! The following guidelines and checklists will help keep you on track when planning your event.*

### Event Information

Name of Event \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

Location \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

*For help in planning your event, the following people were involved in this event in the past. Please feel free to contact them for help or ideas.*

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

# Event Committee

*The event committee should set up times and dates to meet and plan the event. Planning for the event should start at least three months prior to event date. The larger the event the more time is needed for planning.*

Event Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Committee Member \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Committee Member \_\_\_\_\_ Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Committee Member \_\_\_\_\_ Phone \_\_\_\_\_

# Event Basics

Activities planned for the event:

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Supplies needed for the event:

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Notes:

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## Event Checklist

- Secure a location and date.
- Distribute flyer at least 2 months in advance of the event.

Make sure the flyers include: date, time, location, cost, and contact person. Also include anything the girls will receive for attending (i.e., patches, badges, goodie bags etc.) It is always best for the registration deadline to coincide with a leader meeting date.

- Extra insurance must be purchased if non-registered girls or adults are attending the event.
- Supplies have been purchased.
- Sign in sheet for the event has been printed.
- Registration form and fees have been collected and turned in to the Service Unit Treasurer.
- Set-up and Clean-up volunteers are in place.
- Evaluation sheet created and ready to hand out.
- First-Aid Kit packed for the event.

## Event Tips

- *Location:* use locations that are cost effective. Many locations offer group discounts.
- *Registration Flyer:* Your event flyer should include: Service Unit name, the Girl Scout service mark, who the event is for, where, when, what time, what the participant should bring or wear, and a contact person for questions regarding the event.
- *Budget:* Every event should be self supporting. **Keep all receipts!** Receipts need to be turned in to the Service Unit Treasurer in a timely manner.
- *Recognition:* it is always nice to recognize those who help. This can be simply a note of thanks.
- *Safety:* Always refer to *Safety Wise* for events.
- **HAVE FUN!**