

Event:

Chair:

Event Planning Worksheet – Adult Chair

Thank you for volunteering! Your job is to help the PLC plan and execute a successful scout event. Each event will have a Scout assigned to it; your job is to assist the assigned scout! If you have questions feel free to ask.

To-Do

1. Start by getting your event binder from the bookshelf in the office. Keep track of your notes in this binder and turn it in when you are done. If there isn't a binder for your event – make one!
2. Start planning early! You should plan on attending the PLC meeting three months before your event to discuss your event with the PLC. For example, if your event is in July – You need to attend the PLC in May, June, and July.
3. Help the scout planning the event to do the following:
 - a. Plan for appropriate transportation
 - b. Secure reservations
 - c. Make a realistic budget including entrance fees, camping permits, food, etc.
 - d. Determine what equipment is needed
 - e. Secure adult help and making sure the help is appropriately trained. The following require special training – swimming, canoeing, kayaking, climbing, repelling, and shooting sports.
 - f. Announce the event ahead of time. Write any press releases, Moose news letter articles, or website announcements.
 - g. Fill out a tour permit (and float plan if needed). The adult in charge of these is Bernie.
4. Follow up! Remember that scouts need to do the work, but the adults are responsible for making sure it gets done! If you're having trouble motivating the scout planning the event, please notify the Scoutmaster and SPL.
5. The scout will have an Event Planning Worksheet. Help him use it! If he doesn't have one, there are extras in the brown filing cabinet in the office.
6. Attend the event and have fun! The scouts will learn from you and you from them. Don't forget that the scouts aren't looking for a perfect event, just a chance to enjoy scouting.
7. Once you are done, make sure you make notes in the event binder and put it on the bookshelf in the office. Your notes should include the scout's Event Planning Worksheet. If you are chairing a new event – make a binder!

Do Not

1. Plan the event for the scout.
2. Think it can be “done at the last minute” or that “someone else will get it done”.
3. Forget to announce ahead of time and publicize!