

Due Date	Service Unit Event Planning Timeline	DONE
	<i>4-6 months before</i>	
	Form committee: recruit volunteers & assign tasks to committee members. Please remember if the girls are Juniors and older...the GIRLS should be doing most of the work – with the parents <i>assisting</i> their daughters.	
	Begin event checklist	
	Choose theme	
	Choose date: Check for conflicts: Council, SU, holidays, school testing dates, local events.	
	Select & reserve location: Consider the following: <ul style="list-style-type: none"> • Site capacity & parking capacity • Safety such as fire extinguishers & emergency exits with doors that open out • ADA accessible to people with disabilities etc. • If contract is needed to reserve location, turn it into SUD's for approval & deposit 	
	Determine details for event: food, decorations, programs, activities, badges, etc.	
	Consider a crisis management plan: <ul style="list-style-type: none"> • Consider what could go wrong and how to fix it. • What SAFETY WISE coverage is needed? Check <i>Safety-Wise</i> for standards and guidelines. (Follow the information that applies to your activity.) 	
	Form budget and event fee: Submit budget to Event Director. Event Director will review with SUD's	
	Design flyers: Girl Registration (parent permission slip) and Troop Registration Form. Utilize template provided – variations must be discussed with Activity Director.	
	Submit flyers for approval: Submit flyers to Event Director. Event Director will review with SUD's	
	Determine registration deadline – BE FIRM—MUST BE CONSISTENT	
	<i>3 months before</i>	
	Distribute flyers/registrations to troop leaders.	
	Decide on patch design	
	Decide on physical needs: <ul style="list-style-type: none"> • How the site will be set up: tables, chairs, stage, podium, AV equipment, decorations, food, parking, safety, etc. • Who will open and close the site? • Determine if facility personnel will be present for the event. • If males will be present, notify SUDs, so they can communicate to parents. 	
	Check on committees: Confirm they have begun to finalize their responsibilities.	
	Compile program materials: Program copy, door prizes, craft supplies, guest speakers, etc.	

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	<i>4-6 weeks before</i>	
	Event Registrations due (BE FIRM!) – consider Troop Travel Applications for overnights and camping. Allow time for approvals.	
	Review registrations: Check to ensure that you have a signed parent permission slip for each girl	
	Calculate how many are attending: Confirm maximum capacity at facility	
	Confirm with SU Treasurer total amount collected for event.	
	Purchase insurance for non-members if holding a family event.	
	Order Patches	
	Plan Event Agenda	
	Check SU storage prior to purchase any items	
	Request donations when possible	
	Purchase items needed-purchase options: <ul style="list-style-type: none"> • Always use TAX EXEMPT card for purchases • Purchase with troop account and turn in reimbursement request – must have original receipts • Coordinate with SU Treasurer (Patricia White) or Co-SUD Kathy Starr to pay with check or debit card. 	
	<i>2 - 3 weeks before</i>	
	Facility: <ul style="list-style-type: none"> • Confirm reservation. • If owner is not on site for the event – ask for emergency contact number • Access (keys & alarm) how to get in/out. • Who will be at the facility there throughout event? If there will be males (owner of the business) in the facility overnight – all parents must be made aware. • Special needs access and other accommodations. • Access to audio/video equipment (DVD player, microphone, etc.) 	
	Finalize food numbers- how many are attending	
	Confirm paper goods- table cloths, plates, cups, napkins, utensils	
	<i>1 week before</i>	
	Finalize details.	
	Review crisis management one more time.	
	Visit storage unit to pull supplies needed for event: <ul style="list-style-type: none"> • SU First Aid Kit • Evaluations and evaluations box. • Supplies needed for event • Event Emergency Kit (duct tape, extension cord, scissors, etc.) 	

	Event Day!	
	Have committee arrive early	
	Bring in First Aid Kit	
	Bring all parent permission slips to event. If overnight – bring TTA with Roster.	
	Set up tables, chairs and other items needed for the event	
	Set beverages, etc.	
	Put out Sign in Sheet	
	Set up evaluation box with evaluations and pencils.	
	Expect late arrivals, no shows, & early birds	
	Enjoy all your great planning!	
	Make sure the girls thank everyone for coming.	
	Within 1 week	
	Complete Service Unit Event Participation Survey and give to Event Director	
	Complete Service Unit Event Financial Report and give to Event Director	
	Turn evaluations into Event Director	
	Pay bills & Reimbursements	
	Write & mail thank you notes	
	Return to storage any leftover supplies	
	Add items to event notebook: <ul style="list-style-type: none"> • Event Financial Report • Event Participation Report • Patch • Flyers • Contacts and notes, etc. 	