

Other Things to Consider When Planning:

- What is the purpose?
- When will it be?
- How long will it be?
- Where will it be?
- Do you need to promote the event? How will this be done?
- Who is the event for?
- Is it indoors or outdoors?
- Do you need a backup plan in case of bad weather? Prepare backup activities in case of extra time or a change in plans.
- What activities will you include?
- Is your location large enough for the number of people? If possible, visit the location before the event and draw a map/sketch of the area to orient yourself. Be aware of fire exits, first aid hazards, room capacity, toilet facilities, permits, etc.
- Is a permit required?
- Who is booking/reserving the location?
- What transportation arrangements/requirements are needed?
- How long will each activity be? Make a schedule.
- What expenses will you incur? Make a budget and know when what bills need to be paid and the method of payment required.
- What jobs need to be done? Who will do what? Make a duty chart. (Be fair.)
- Are you inviting a guest/resource person? Who will do introductions and thank yous?
- What decorations/props/supplies are needed? What is supplied? What will you need?
- Who will bring what? Make sure everyone knows what they need.
- If required, remember to write up and send out permission slips, registration forms, health forms, safety plans, maps, kit lists, etc.
- Check a few days ahead to be sure everyone is remembering what they need to bring.

At the Event:

- Arrive early.
- Set up so everything is ready before everyone else arrives.
- Complete any registration forms. Collect forms (and fees) as girls arrive, if applicable.
- Make sure everyone is aware of safety plan.
- Carry out event.
- Thank participants and guests. (Don't forget those who helped you.)
- Clean up. (Remember Guides try to leave things cleaner than they found them.)

After Event:

- Evaluate the event with your group. Did you accomplish your goal? Were your resources effective? Was everyone pleased with the results? What could be done differently?
- Evaluate good leadership, shared responsibilities, and achievements that took place.
- Evaluate how the Promise and Law were part of your event.
- Clean and store any equipment. Return anything you borrowed.
- Write thank you letters to guests and resource people.