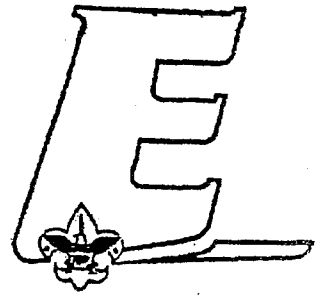
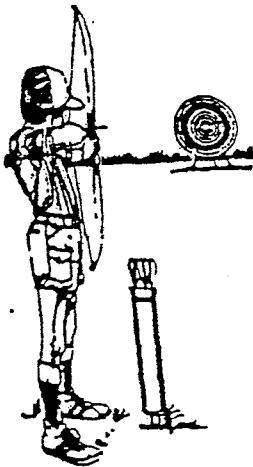




VENTURING · BSA



THE EVENT CHAIRMAN'S GUIDE TO PLANNING AN EVENT



Planning an Event

Table of Contents

- I. Planning
 - a. Timeline Schedule
 - b. Location
 - c. Plan B

- II. Recruiting staff
 - a. Who to look for
 - b. Delegating the job
 - c. Staff Development

- III. The Event
 - a. At the Event
 - b. Check-in/Check-out
 - c. After the Event
 - d. Evaluation
 - e. Wrapping up

- IV. Budget/Financial Information
 - a. District Activity Budget Procedures
 - b. Budget expenses
 - c. Blank budget form

- V. Publicity & Registration
 - a. Getting the word out!
 - b. Sample registration forms

- VI. Other Concerns
 - a. Health and Safety
 - b. Environmental Issues

- VII. Additional Resources Available

Introduction

Thank you for agreeing to chair this event. The purpose of this booklet is to provide you with the information you will need to have a successful, quality program. You undoubtedly have many questions concerning the timing of plans, budget and financial considerations, event ideas, etc. In addition to the information contained in this booklet, remember that additional resources are available; these are the Scouters who have chaired similar events in the past and their Event diaries. Please do not hesitate to contact them with your questions or concerns.

The members of the District Committee are another major resource for you as you prepare for this event. It is especially critical that you communicate often with the District Activities Chairman whose responsibility it is to see that each District activity meets the guidelines, policies, and objectives of both the Sam Houston Area Council and the District.

Your primary task as Event chairman is to provide the leadership and motivation, the enthusiasm and the challenge, and the friendship and fellowship to give every participant an opportunity to experience Scouting at its best.

Some resources available to you. . .

District Activities Chairperson

Name: _____

Phone: _____

District Vice Chairman of Program

Name: _____

Phone: _____

District Executive

Name: _____

Phone: _____

Last Year's Chairman

Name: _____

Phone: _____

Recruiting Staff

You have the opportunity to bring together the brightest and best of your District or Unit to plan an event of meaning and fun for the boys/adults. Ask those folks you know have a proven track record, but don't forget to latch onto the hidden talents of that "brand new" leader. Be sure to have someone in mind to learn your position now for next year's event.

When recruiting your staff, don't be disappointed if someone turns you down. They may be overworked and in the long run you'd rather have the rejection than someone who can't fulfill their commitment. Talk with the leaders in the district. Try to evaluate their skills, interests, experiences, and expectations before making job appointments. Choose a staff structure that matches your style of leadership.

How large should your staff be?

Two factors determine the answer to this question: size and intensity. The size of the event, number of available volunteers, and the size of the job you feel each volunteer is capable of successfully completing are the elements of the first factor. The second factor deals with the intensity of the program offered and the intensity of the willingness and skills of your volunteers to work on the event.

KEY STAFF is your first consideration. But remember BEFORE you recruit anyone, you need the approval of the District Activities Chairman and the Vice Chairman of Program.

Key Leaders and some their duties are as follows:

(Most can be worked out as a committee)

Event Chairperson - Recruits volunteers, coordinates committees, selects a theme, develops the event budget, develops a patch, notifies health and safety, schedules and chairs staff meetings, writes the thank you notes, develops the event evaluation report for the District Activities Chairman, and insures safety and BSA policies.

Program Director- Schedules program activities for the event, helps to gather craft supplies, and insures safety and BSA policy.

Business Manager- Purchases supplies, calls for bids and supplies, keeps records of expenses, and insures safety and BSA policy. Works very closely with the District Executive.

Registrar- Develops a diary of the event, confirms attendance, develops registration forms, ensures that all registration funds are deposited in the proper account, records staff meeting notes, develops evaluations, and insures safety and policy of BSA.

Publicity-Organizes event flyer, organizes promotion at district leader meetings and unit level, works with the District Publicity Chairman to involve local news agencies to cover the event, submits a Scouter article three months in advance of the event date, and insure the safety and policies of the BSA.

(Staff Continued)

Facilities Coordinator-Arranges for the event site, insures security, organizes parking, puts up signs for directions and activities, arranges for portable toilet facilities, staff tent, water supplies, trash disposal, environmental concerns, and insures safety and policy of BSA.

Awards-Develops recognition awards for the event and participants, staff recognition, and insure safety and BSA policy.

There are more duties than titles and there are plenty of jobs to go around. You must finally determine how the responsibility is to be divided.

The Art of Delegation

Delegation is one of the most important and difficult of skills that you need to acquire. Delegation is important because once a person's job grows beyond his/her personal capacity, the success of what is done is measured largely in terms of work performed by other people. Delegation enables you to multiply yourself. It makes it possible for you to extend your knowledge and energy and time through the efforts of others.

An individual is only one human power. You can accomplish only so much in one day. The only way you can achieve more is through delegation - through dividing your load and sharing your responsibilities with others. But always remember to maintain contact. You need to guide and coach people and provide counsel and encouragement. If you are constantly interfering, you cannot expect good performance but if you do not devise some means of checking on what is done, you may soon find matters completely out of hand.

Guidelines for Delegating

1. Be willing to delegate.
2. Determine what can be delegated.
3. Make your priorities clear.
4. Make clear what decisions you are delegating.
5. Select the right person for the job.
6. Tell others what has been delegated.
7. Have a definite, predetermined follow-through.
8. Establish a deadline and explain why it is important to you.
9. Give praise as earned.

REMEMBER - You can delegate authority but NOT responsibility.
Give someone else a chance to learn or fail.

Staff Development

The success or failure of an event can depend upon the staff. These are some important factors which determine the staff's effectiveness.

1. Proper attitude toward the Scouting and its leaders.
2. Correct uniforming
3. Adequate preparation
4. Proper control of time
5. Knowledge of subject matter or program

To help prepare the staff the event chairman should:

1. Make assignments to fit the talents and abilities of the staff members.
2. Hold a planning meeting well in advance.
3. Meet in advance to:
 - a. Be sure they have the facts correct and are up to date on current policy.
 - b. Make sure the program presented is relative and relevant to the purpose of the event.
 - c. Make sure the program stays within the time permitted.
 - d. Be sure each person knows what is expected of him/her.
4. Be prepared for emergencies. Have a backup in mind.
5. Stay in touch with the staff in order to assist with any problems which may occur.

Planning

Timeline Schedule

The district may have determined an event date for you or you may be given the option of choosing your own date, but whatever the situation you will have a limited amount of time to work with. The key is to plan carefully and well in advance. Work out the event or program out in detail, then put everything down on paper and review it carefully. Sometimes chairman don't realize the work required in planning and executing events and find themselves shorthanded and in a frazzle when the day arrives. It can happen, and it's better to face the facts in the beginning.

First find out if there are old records from past events to go by. If not then please make sure to retain records for the future. Events are easier to plan if you know what happened in the past. Then take out your calendar and start at the event date. Work backwards from that date and try to include all those details you will need to have completed. Also remember that some of these details will be time sensitive such as submitting a location reservation or turning in a budget for approval. They must be completed within a certain time period. A sample timeline is listed below.

10 days	Turn in budget and attached receipts to District Executive.
1 week	Send out thank you notes to all staff, etc.
1 week	Review evaluations and write up suggestions for next year.
0	Send out event evaluations
0	Date of the Event
-1 week	Secure necessary foodstuffs
-1 month	Secure recognitions/last minute supplies
-2 months	Presentation at Roundtable for event
-2 months	Secure supplies/donations for event
-2 months	Collect early registration. Deposit at event account downtown.
-3 months	Reconfirm location & physical arrangements
-3 months	Minimum amount of time to order patches
-3 months	Send out publicity flyers and advanced registration notices
-4 months	Prepare information packet for unit leaders
-4 months	Submit Patch design
-4 months	Submit Scouter article
-5 months	Submit Event budget for approval
-5 months	Recruit for adult/youth staff positions
-6 months	Prepare outline of event details
-6 months	Select a theme for the event
-6 months	Recruit key staff
-6 months/1 year	Secure event location

Location! Location! Location!

Have the District Executive reserve the location early. Confirm with the Activities chairman to see if a location has already been reserved for the event. If not then consider the following questions while you are looking for the ideal site. Please note in securing the event location, **ONLY** the District Executive can enter into a contract for the Boy Scouts of America.

How many people are expected to attend?¹⁰

Is it an indoor or outdoor event? *indoor*

What types of permits are necessary?

Who needs to be notified to use the facilities?

Is there a cost involved or deposit necessary?

Is the area a secure, safe area? Be sure to have the Health and Safety officer inspect to make sure.

Is there a contract that needs to be signed? If so, the only person authorized is the District Executive.

Is a certificate of insurance required?

***Don't forget that you may need a standby location in case of rain or other natural occurrence.

Plan B

So everything didn't work out as planned. Don't fret, have a backup plan ready just in case. Make sure a rain date is considered for the calendar as well as a second location. Tornadoes, hurricanes, and 100 year floods are more likely occurrences than their name implies especially in Houston. It's better to have it and not use it than to need it and not have it.

**The Big Event
"At the Event"**

Before everything starts be sure to take the time to prepare the details. Here's a sample check list for you to consider:

- Arrive at the location in plenty of time to be ready for check-in
- Post signs directing traffic to the event
- Take written confirmation with you.
- Post area for "Emergency Vehicle Only" and emergency vehicle.
- Post all other signs (Check-in, first aid, events, etc.)
- Check trash cans for plastic bags
- Set up a recycling center for aluminum cans

Check in

Check-in is the first thing you see at the event and it makes a lasting impression. Overstaff check-in with enthusiastic helpful and informed volunteers. No one wants to wait in a long line to check-in and then ask a simple question no one can answer. You may want to have event and/or campsite layout maps available so everyone knows where they are going or the staff can direct them.

Be Prepared...

Some materials you may want to have available: copies of information packet, schedule, map, medical forms, evaluations, blank registration forms as well as name tags, pens, table, chairs, markers, safety pins, tape, change, poster board, scissors, extra packet supplies, and stapler.

- Have someone in the parking lot to direct traffic and to stop parents from just dropping off boys. Ask them to wait until their son has checked in. This may eliminate parents having to come back if all the paperwork is not properly completed.
- It is the responsibility of the parents, leaders, and check-in staff that all registration and medical forms are received on each participant (including adults and siblings) entering the event.
- If necessary forms are not provided by the unit or youth, or someone is improperly attired, it will be the leaders responsibility to call the boy's parents to come fill out the required forms, bring different clothing, or pick up the boy.
- After checking in give the boys something to do until the opening begins.
- Have lost and found box available.

Check out

- Inspect campsites and event sites before dismissing the units and staff and providing them with their departure packet. Be sure to leave the site better than you found it.
- Make sure all fires are properly put out.
- Collect evaluations. Turn in first aid log to Activities Chairman.
- Dispose of trash bags in proper manner.

After the event

- Write any necessary thank you notes for staff and business who made donations, etc.
- Submit a written evaluation of the event to the District Activities Chair, including copies of promotional materials, hand-outs, event descriptions, budget reconciliation, your evaluation, etc. This packet will be used for next year's event.
- Also be sure to make a presentation at the next District Committee meeting and outline some of that information at the meeting.
- Take pictures of the event. Display them at Roundtable. Submit at least one copy to the Scouter.

Evaluations

Have the participants evaluate prior to departure, with the evaluation fitting the age of the participants. Design the questions so those who attended the event will understand them and they are easily tallied. Perhaps younger boys could be asked to react to a single word description that best describes each event. Pay special attention to boy suggestions for what to include or leave out next time. The key questions to ask are: was the job done, done right, and on time? Did everyone take part? Enjoy themselves? Are they ready for more?

Have each staff person write a review of his/her job with suggested ideas and changes to be submitted to the Event Chairman to be included with the event diary which in turn will be handed over to the District Activities Chairman for the next Event chairman. Plan a staff evaluation meeting to hash out the pros and cons of the Event, always ending on a positive note. This is a good time to distribute thank yous if you have not done so at the closing ceremony.

Wrap up

The following is a list of items to be included in the Event diary. Turn the diary in to the District Activities Chairman within three weeks of the event.

1. Staff list with name, phone number, and event job.
2. Any notes or suggestions for next year's event.
3. First Aid log
4. Evaluations from both staff and participants.
5. Budget Reconciliation
6. Patches (copy of patch design and cost) and include all extra patches.
7. Copies of all flyers, registration forms, etc.
8. One complete check-in packet which should include announcements, schedule, name tag, etc.
9. Event descriptions
10. Attendance Reports and Planning notes.

Publicity
Getting the word out!!!

It's never too soon to let people know about your event. Get your date set and let everyone know so they can get it on the calendar. Announce it at all your meetings and give everyone a chance to know what special preparation they might need to be ready for the event. Let the units know what type of help will be expected from its adult leaders.

Promotion for an event will depend on its size. If you are planning a District event, is every unit included or only a specific program level. Be sure each unit receives information about the event. You may consider having the person in charge of publicity to attend all the Roundtables and District Meetings to really generate some enthusiasm for the event.

Most events have a written flyer or announcement giving information about the event which contains registration for units, adults, or individuals. This is the best vehicle to arouse interest in the event's theme, encouraging boys and adults to be a part of it! Make it bright and beautiful, but most of all make it CLEAR and CONCISE. Extra preparation will save you from a really big headache in the long run.

Registration forms should be sent out at least 2 months before the event date. It takes time for the information to flow throughout the unit leaders, the boys, and the parents. Information that you may wish to consider include: Who is to attend the event, what is planned, date, time, location, registration fees, instruction to register, refund policy, contact phone number, items to bring, theme of the event, and any possible skills that they may need to know. It's a good idea to give an incentive for early/on-time registration.

The Event information will also need to be summed up in a short paragraph to be included in the Scouter. Submit this article to the District Executive at least 3 months before the event date.

In generating publicity don't forget that community or local papers are also a great form of exposure, both for the district and the event itself. Invite the newspaper editor or writer to attend the event. Remember KISMF can also mean "Keep it secret, make it fail."

Environmental Issues

The Boy Scouts of America are very aware of the environment. You should think out any activities, crafts, etc. ahead of time as to how this is going to affect the environment.

Are you going to use any special chemicals in a craft? If so, what disposal process will be used?

Have a recycling bag for aluminum cans. Include this in your announcements at the beginning of the event.

Scouts should always leave an area cleaner than when they found it.

Use extreme caution with balloons. All remnants must be picked up. They can injure animals.

Snip plastic pack rings before putting in the trash.

Avoid using glass if possible.

Have a smoking area marked and have butt cans available.

Make sure all fires are properly put out.

Wrap any glass before putting it in the trash.

Remind the participants to bring drinking cups.

Additional Resources

Guide to Safe Scouting

Cub Scout Day Camp, An Administrative Guide for Councils, No. 33815

Webelos Woods, No. 33838

Camporee Guide. No. 33571

High Adventure Exploring Program Guide, No. U34503

Sam Houston Area Council Resource Room

Activities & Civic Service Committee Guide