

Troop 212 Event Plan for _____

Checklist:

- Plan given to Scoutmaster
- Venue secured
- Logistics worked out
- Activities agenda complete
- Plan complete
- Tour Permit submitted
- Transportation plan initiated
- Permission slips prepared
- Calendar updated (web)
- Plan communicated to troop through SPL
- Money collected
- You know who is coming
- Driver handout prepared
- Needed equipment conferred

Planner	
Assistant(s)	

Tour Permit Required	Yes No	Resp:
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Location:	
Contact:	

Participants:	
Activities:	

Key Dates

Event	
Participant Commitment	
Participant Notification	
Plan Completion	
Preliminary Plan	

Communication Plan

Date

Website	
Committee Meeting(s)	
Troop Meeting(s)	
Other:	

Financial Plan

Cost Item	Budget	Troop Funded
Total		

Remainder not troop funded

	Scouts	Siblings	Adults
Number of Participants			
Price collected per participant			
Total			

Collection Mechanism	
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Planning

- Establish who is in charge. Don't start without clear leadership.
- Define audience / participants
- Define tasks or components of event / function
- Define risk of unforeseen events / situations
- Define alternate / contingency tasks / components
- Determine what you will need to execute each component
- Assign responsibility for each component, these people will perform this planning step for their individual components.
- Determine the duration of each component or establish an allowed duration.
- Create agenda. a composite schedule of tasks / components with a time table and responsible party.

Preparation

- Each responsible party gathers / acquires what is needed to execute their assigned task / component
- Feedback / re-execute planning step if problems arise
- Trial execution or simulation if little experience
- Verify time for execution

Communicating

- Determine who needs to know what
- Determine when they need to know it
- Determine how to get the information to them
- Communicate
- Test effectiveness of communication

Executing

- Execute agenda within time guidelines with assigned roles and responsibilities

Feedback / Review

- Informal filtering up from leadership, parents and boys
- Lessons learned review to go back to next planning sessions

Recommendations

- Work backwards from event date to develop schedule

Recommendations

- All leadership is informed as to agenda so that they can help guide the event
- All logistics are planned ahead, documented, and communicated