

Please submit to your Member Support Specialist:

* Basic Info
* Budget
* Flyers for approval
* Event Summary

Event Planning Worksheet – Basic Info

|  |  |
| --- | --- |
| Event Title |  |
| Event Date(s)/Time(s) |  |
| Registration Fees | Girl: Adult: Other: |
| Levels | [ ]  D [ ]  B [ ]  J [ ]  C [ ]  S [ ]  A [ ]  Family |
| LocationAddressLocation Contact Person/Info |  |
| Staff Contact |  |
| Girl Min/Max Capacity |  |
| Adult Min/Max Capacity |  |
| Tagalongs: Y/N Capacity |  |
| Objective/purpose of Event |  |
| Event Description |  |
| Journey/Badge Connection |  |
| Focus Area |
| [ ]  Career and Interest Exploration | [ ]  Outdoor Activities and Adventure | [ ]  Practical Life Skills | [ ]  Travel and Global Community | [ ]  Leadership Awards | [ ]  Girl Scout Traditions |
| [ ] Recruitment Event | [ ]  Renewal Event |

Event Planning Worksheet – Task List

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| What needs to be done | Due date | Who is responsible | Details/Updates | Complete |
| Form a Committee |  |  |  |  |
| Communicate Plans w/ Service Unit |  |  |  |  |
| Create Budget |  |  |  |  |
| Submit paperwork to Member Support Specialist |  |  |  |  |
| Reserve a Site |  |  |  |  |
| Plan Activities |  |  |  |  |
| Coordinate w/ Community Partners |  |  |  |  |
| Create marketing plan |  |  |  |  |
| Obtain Certificate of Insurance |  |  |  |  |
| First Aid/ Emergency Plans |  |  |  |  |
| Special Merchandise (patch/t-shirt) |  |  |  |  |
| Create and Share Volunteer Plan |  |  |  |  |
| Plan Menu |  |  |  |  |
| Recruit Volunteers |  |  |  |  |
| Make Transportation Plans |  |  |  |  |
| Reserve GSNI Supplies/Equipment |  |  |  |  |
| Create Written Plans for each Activity |  |  |  |  |
| Prepare Printed Materials |  |  |  |  |
| Secure Payment Sources (check requests/credit card limit, etc) |  |  |  |  |
| Evaluations |  |  |  |  |
| Obtain Extra Activity Insurance  |  |  |  |  |
| Order Patch/ Recognition |  |  |  |  |
| Purchase/Order Supplies |  |  |  |  |
| Volunteer Confirmation |  |  |  |  |
| Program Confirmation |  |  |  |  |
| Contact site contact prior to event |  |  |  |  |
| Prep/Pack-up Supplies & Materials |  |  |  |  |
| Event Planning Worksheet – Task List |
| Purchase Food |  |  |  |  |
| Pre-Event Meeting |  |  |  |  |
| Post-Event |  |  |  |  |
| Inventory Leftover Supplies |  |  |  |  |
| Share “Lessons Learned” |  |  |  |  |
| Post-event Meeting |  |  |  |  |
| Thank-you notes |  |  |  |  |
| Complete Actual Budget |  |  |  |  |
| Pay Bills |  |  |  |  |
| Debrief with or Survey Volunteers |  |  |  |  |
| Review Girl/Adult Evaluations |  |  |  |  |
| Complete Planning Worksheets and file for future use |  |  |  |  |
| Submit final Budget sheet with all receipts to SU Treasurer |  |  |  |  |

Event Planning Worksheet – Volunteer Plan

Girl: Adult Ratios Needed: Found in *Safety Activity Checkpoints at www.girlscoutsni.org*

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| --- | --- | --- |
| Activity | Ratio | Certification/Training  |
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Volunteer Needs:

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| --- | --- | --- | --- |
| Volunteer Role | Special skills or expertise needed | Number of Vol. Needed | Details/Status |
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Committed Volunteers:

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| --- | --- | --- | --- | --- |
| Name | Email | Phone | Volunteer Role(s) | PA or Adult |
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Volunteer Confirmation email should include:

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| --- | --- |
| Event Title |  |
| Event Date(s)/Time(s) |  |
| Arrival instructions |  |
| Set-up start time |  |
| Clean-up end time |  |
| LocationAddress |  |
| Staff Contact and how to reach on the day of the event |  |
| What to wear/bring |  |
| Tagalongs? |  |
| Activity instructions | (attach activity plans from below before sending) |

Event Planning Worksheet – Schedule of the Day

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| --- | --- | --- | --- |
| Times | Activities | Details/Location | Volunteer Assigned |
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 Participant Confirmation email should include:

|  |  |
| --- | --- |
| Event Title |  |
| Event Date(s)/Time(s) |  |
| Arrival instructions |  |
| LocationAddress |  |
| Staff Contact and how to reach on the day of the event |  |
| What to wear/bring |  |
| Special Notes |  |
| Waivers | Attach blank waivers and permission slips |

Event Planning Worksheet – Flyers/Promotions

|  |
| --- |
| Submit Flyer to your Member Support Specialist for approval prior to distribution. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Promotion Tactics | Proofing due date | Publication due date | Who is responsible | Details/Updates | Complete |
| Flyer/Registration Form |  |  |  |  |  |
| SU Facebook/Shutterfly |  |  |  |  |  |
| Email Distribution |  |  |  |  |  |
| SU Meeting Distribution |  |  |  |  |  |
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Event Planning Worksheet – Supply List

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| --- | --- | --- |
| Item Needed | Quantity | Purchase From: |
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Event Planning Worksheet – Activity Plans

(duplicate this page for each activity or station)

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| --- | --- |
| Activity |  |
| Volunteer(s) |  |
| Ratios |  |
| Brief description/purpose of activity |  |
| Supplies needed |  |
| Advance Prep needed |  |
| On-site Setup needed |  |
| Instructions(include estimated time needed for each step) |  |
| Reflection/discussion questions |  |

Event Planning Worksheet- Event Summary

SU: Event: Date: Contact:

Who attended this event?

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| D | B | J | C | S | A | Non-MemberGirl | **Total Girls** | GSAdult | Non-MemberAdult | **Total Adults** |
|  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Did this event meet its objective?  | If we could do it over again, we would…… |
| What went well?  | What needs to be improved?  |