

SERVICE UNIT EVENTS PLANNING CHECKLIST

6 MONTHS TO A YEAR

- _____ Decide on the event to be planned. What will be the purpose? Check *Safety-Wise* for standards and guidelines. (Follow the information that applies to your activity.)
- _____ Form committees needed to carry out event and decide the responsibilities of each group.
- _____ Create a budget for the event (finance committee).
- _____ Choose a date that doesn't interfere with religious holidays. (Check the council Program Calendar for a listing of dates)
- _____ Choose a date that doesn't interfere with other holidays, local events, and activities that may impact on participation.
- _____ Look for and secure site. It must meet all criteria for the event i.e. site capacity, fire extinguishers, exits with doors that open out, accessible to people with disabilities etc. (see *Safety-Wise* for details).
- _____ Is a contract needed? If so, make sure it is signed and approved by our chief executive officer if it includes an exchange of money.
- _____ Obtain a Certificate of Liability Insurance for site and service providers naming Council as additionally insured.
- _____ Provide a Certificate of Liability Insurance for the contracted business, if requested.
- _____ Fill out paperwork for the event (Day/Overnight Activity Form, Money-Earning Application).
- _____ Begin to look for and invite a speaker or other resource people like square dance caller, etc. Have a follow-up plan if the first choice is not available.
- _____ Plan publicity strategy.
- _____ Begin to develop a crisis management plan. What first aid coverage is needed? Check *Safety-Wise*.
- _____ If selling food, check with the Board of Health for food handler regulations.
- _____ To contract buses, be sure a letter of liability insurance is on file at our council service center.
- _____ Complete the Bus Contract form and return it to our council for approval (if running a trip).
- _____ Check with the fire and police departments. (Some towns require a uniformed firefighter and/or police officer present for events with a group over a specific number of people).

6 MONTHS AHEAD

- _____ Make sure all paperwork has been submitted for approval by council.
- _____ Check that all committees have begun to finalized their responsibilities.
- _____ Begin to publicize if a money-earning activity.
- _____ Decide on how site is to be set up – seats, tables, decorations, food, parking, safety.
- _____ Decide what food or refreshments are needed and find a caterer or other food source.
- _____ Obtain information for speakers or other resource person(s) for a biography, if necessary.
- _____ Begin to compile program materials, program copy, door prizes, favors, etc.

4 TO 6 MONTHS AHEAD

- _____ Finalize all plans for event (food, decorations, publicity, programs, favors, etc.)
- _____ Check on special guests; confirm date, time, place with them.
- _____ Order food from caterer or other source.
- _____ Make sure all paperwork was filled out and approved. If not, find out why and fix it.

1 TO 3 MONTHS AHEAD

- _____ Confirm first aid needs are covered. (stocked kit, first aid station, qualified people, etc.)
- _____ Confirm ticket sales, number expected to attend.
- _____ If going by bus, assign participants to specific buses based on bus capacities. Be sure there is a list of participants for each bus.
- _____ Assign a bus captain for each bus. Give that person a copy of "Bus Captain Responsibilities," available from our council.
- _____ Check with caterer or other food source for confirmation of details. (When is the last time you can change or add to the menu, finalize, head count, etc?)
- _____ Contact resource person(s) to go over details.
- _____ Check on publicity.
- _____ Check site to make sure they have not forgotten you. Who will open and close the site?
- _____ Go over program details. Look at what could go wrong and how to fix it. (Crisis management).
- _____ Purchase additional insurance for non-members if holding a family event or one open to the public. (Information available at our council service center).
- _____ Design an evaluation form for participants or create some other type of evaluation system.

1 WEEK AHEAD

- _____ Secure a cash advance or make out checks to pay bills due day of event.
- _____ Confirm number attending with caterer or food supplier.
- _____ Check with resource person(s) to confirm participation.
- _____ Make sure all necessary program supplies are obtained (decorations, programs, flyers, thank you gifts, audio equipment, microphones, etc.).
- _____ Check to make sure all committees have their responsibilities covered.
- _____ Confirm bus pick up time and place with bus company.

3 DAYS BEFORE TO DAY OF

- _____ Finalize details.
- _____ Review crisis management one more time.
- _____ Contact caterer or food supplier with final head count.
- _____ Set up for event.
- _____ If the press is coming, be sure someone is assigned to that person so that only the pictures and story the Girl Scouts want gets out to the public.
- _____ Have participants evaluate program at conclusion of activity (provide pencils, if needed).

DAY AFTER TO 1 WEEK AFTER

- _____ Pay all outstanding bills.
- _____ Meet with committees to evaluate event.
- _____ Check to make sure all appropriate people were thanked (sponsors, volunteers, donors, etc.).
Thank all who were responsible for providing resources and carrying out the event, if not already done. Write thank you notes, as necessary.
- _____ Follow up to confirm all invitees to event were properly thanked for their support.
- _____ Compile a written report and file for future reference.