Event Planning Guide
Steps to Event Planning

This guide is for any troop or service unit planning an event except day/twilight camps. Please read and follow the steps outlined in this guide.

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What is an Event?

Any activity organized by Girl Scouts generally for Girl Scouts and meets ANY of the following criteria.

1. Includes girls outside of your troop or service unit beyond the scope of regular meetings.

2. Is created, organized, and implemented by a troop or service unit.

3. Collects funds (regardless if a profit is anticipated or not)
All Events Should...

- Follow GSUSA and GSNETX policies
- Follow steps outlined in this “Event Planning Guide”
- Meet Safety Activity Checkpoints
- Be appropriate to the grade level(s) for which it is planned
- Provide positive learning experiences
- Include girl/adult planning as appropriate
- Consider the progression of activities and skills necessary
- Provide maximum potential for fun!

NOT ALLOWED

⇒ Profit-sharing of any kind to your troop or service unit
⇒ Donations accepted for community service rendered by your troop or service unit

See page 12 for examples

Secure Necessary Permissions

☐ Is this event in collaboration with an organization, business, or other entity? You must receive permission from our program partnership coordinator before proceeding. Contact us at programs@gsnetx.org.

Who is your event collaborator (if any)? __________________________
Which staff member approved your collaboration? _________________
When? _______________________

☐ Is this event money-earning? Money earning events are those that plan to collect more money than needed for event expenses.

If yes, you must submit an activity approval form before proceeding.

☐ Event flyers must adhere to council guidelines (see pages 14-15)

☐ Your Volunteer Coordinator should be aware of these plans.
   Don’t know who your volunteer coordinator is? Email connect@gsnetx.org to find out!

☐ Your service unit should be aware of these plans.
Step 1: Brainstorm

Start Event Planning Early

What . . .
What is the purpose of the event?
What input did girls have in selecting the event?
What activities will be a part of the event?
What backup plans need to be in place?
Consider the worst-case scenarios for your event: what happens if it rains and your event is scheduled to be outdoors? What if the electricity goes out in the middle of the performance? What if attendance considerably exceeds capacity of the space? Discussing possible worst-case scenarios in advance of your event will prime your problem solving abilities so that on the off chance something like this happens you can remain calm and collected.

When . . .
When will the event take place?
When will the event begin and when will it end?
When will the event need to be announced and promoted?
When is the registration deadline?
When will confirmation be provided to registrants if necessary?

Where . . .
Where will the event be held?
- Factors to consider: capacity, parking, restrooms and handicap accessibility. Inquire about usage guidelines, required deposits, fees, availability, flags, PA system, tables/chairs, when you could set up, etc.
- Visit the site beforehand.
- Once a venue is chosen, reserve promptly.

Who . . .
Who will be planning the event?
Who will be attending the event? Are tagalongs allowed?
A tagalong is any person, usually a sibling or friend, who is not a registered Girl Scout member.
Who will be conducting the activities?
Who will send confirmation with details to participants if necessary?

Why . . .
Why is the event being offered to the selected grade level(s)?
Why is the event being held at the date and time selected?

How . . .
How will the event be promoted?
How will registration be taken?
How are girls involved in the planning and/or facilitating of event?
How will you know if the event was successful?
**Event Ideas**

**Great reasons for Girl Scouts to celebrate:**

- **February** – Black History Month
- **February 22nd** – World Thinking Day
- **March** – Women’s History Month
- **March 12th** – Girl Scout’s Birthday
- **April 22nd** – Girl Scout Leader Day & Earth Day
- **June 14** – Flag Day
- **August 10** – National S’mores Day
- **September** – Hispanic Heritage Month
- **October 11th** – International Day of the Girl
- **October 31st** – Founder’s Day
- **November 12** – World Kindness Day
- **Nov 25 – Dec 10** – 16 Days of Activism

**Event Themes**

- Nature
- Olympics
- Travel
- History
- Seasonal
- Talent
- Culture
- Careers
- STEM
- Fashion
- Maker Fair
- Game Show

**Plan with a Purpose!**

Why are you hosting this event?

- Award-earning
- Skill-building
- Service to the community
- Recruitment
- Retention
- Celebrate a GS Holiday
- Appreciation

**Use Resources Wisely**

Your council staff members are here to support you! Reach out to the appropriate department for your event type:

- Award-earning: programs@gsnetx.org
- Outdoors: camp@gsnetx.org
- Recruitment/retention: connect@gsnetx.org
Sample Event Timeline

Some events take a year to plan. Others can be planned in as little as 4-6 months. Below is a 4-6 month timeline for you reference. This “Event Planning Guide” is not intended for day/ twilight camp planning.

<table>
<thead>
<tr>
<th>4-6 Months Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read and follow GSNETX “Event Planning Guide”</td>
</tr>
<tr>
<td>Acquire permissions necessary as outlined on page 2 of this guide.</td>
</tr>
<tr>
<td>Develop event budget. If money-earning, submit activity approval first.</td>
</tr>
<tr>
<td>Submit any additional activity approval forms needed.</td>
</tr>
<tr>
<td>If event is a collaboration, get council permission first.</td>
</tr>
<tr>
<td>Develop an event planning team with older girls in your Service Unit</td>
</tr>
<tr>
<td>Create an event outline.</td>
</tr>
<tr>
<td>Secure event venue, preferably in writing. If possible, conduct a site visit.</td>
</tr>
<tr>
<td>Begin marketing/promoting event.</td>
</tr>
<tr>
<td>Open registration.</td>
</tr>
<tr>
<td>Develop an event flyer. Follow guidelines on pages 14-15 of this guide.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1-3 Months Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closely monitor registrations and continue marketing event. As registrations come in, create a list of the troops or individuals participating. Include the name, address, phone number, and e-mail address of the person making the reservation, the troop number, and the number of girls and adults participating. Consider including important dietary and emergency contact information.</td>
</tr>
<tr>
<td>Recruit volunteers to assist on event day (adults, Program Aides, etc.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2 Weeks Prior (Usual timeframe for registration deadline)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close-out registration process. Decide if deadline needs to be extended.</td>
</tr>
<tr>
<td>Confirm everything with everyone involved</td>
</tr>
<tr>
<td>Finalize list of supplies needed. Order anything that needs to be purchased online.</td>
</tr>
<tr>
<td>Do a mock run-through of activities for timing purposes.</td>
</tr>
<tr>
<td>Communicate with registrants any information necessary for them to prepare.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1 Week Prior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase supplies.</td>
</tr>
<tr>
<td>Prepare schedules and/or handouts as necessary.</td>
</tr>
<tr>
<td>Ensure everyone involved in event understands what they are expected to do.</td>
</tr>
</tbody>
</table>
Sample Event Timeline

It Takes A Team!
Events include many details. A successful event requires the help of others. Delegate, delegate, delegate.

1-2 Days Prior
— Tie-up loose ends!
— Purchase non-perishables, as necessary.
— Pack up supplies needed (organize/box supplies by activity for easier set-up)
— Ensure first aid kits are complete and in-date

Day of Event
— Arrive in plenty of time to have set up complete. Set up a day/evening ahead, if possible. Remember, some people will arrive early. You should be set up and ready to greet early arrivals at least 30 minutes prior to your event.
— Designate a central area for “First Aid Station” visible to all.
— Provide any last minute instructions to volunteers.
— Smile! Wear a sincere, happy, helpful face and remember your manners.
— Check-in participants if necessary.
— Begin on-time and stay on schedule, keep the event moving smoothly. One or two volunteers should remain at the registration area to welcome late arrivals.
— Welcome participants, review emergency procedures, and location of first aid and restrooms.
— Maintain a positive attitude, troubleshoot, have fun!
— Delegate tasks that suddenly occur.
— Have all participants complete the evaluation form (page 17 of this guide)
— Clean-up facility and leave as required by facility agreement.

After Event
— Properly store left-over supplies.
— Return any purchased items that can be returned.
— Debrief with planning team.
— Send personal “thank-you” notes to volunteers, site providers, etc. within 1 week
— Submit photos and brief program details to media@gnetx.org
— Finalize budget to include all income and expenses with receipts.
— Celebrate your success and start planning the next event!
**Step 2: Outline**

**Schedule of Event Activities**

**Be Sure to...**

.. **Give depth to the activities.** This is why girls have come to the event! They want to leave having had fun, but also having done something they could not have done as a troop/group or individual. They should have learned new skills, gained new knowledge or made new friends from attending an event.

.. **Be Prepared.** Don’t forget to have songs and games to teach girls during slow times. Backup plans are also good to have ready.

.. **Not over schedule.** Make sure you have enough free time built in to allow for delays or last minute changes.

.. **Include Girl Scout ceremonies** in your program such as an opening circle, flag ceremony and closing circle. If badges are earned at your event, why not make a ceremony out of the presentation at the end?

.. **Make it fun!** Events should be special and unique. It is worth the extra time needed to create colorful posters, appropriate costuming, meaningful handouts and ceremonies.

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**Juliette Low Birthday Party**

12:30PM: Event coordinator arrives with event team to set up sign-in tables, food, and decorations

1:00PM: Additional volunteers arrive to prep activities

1:30PM: Check-in opens

- Use wristbands to divide girls into groups
- Share location of first aid station and restrooms
- Collect donations for “birthday in a bag service project”

2:00PM: Opening Ceremony

2:15PM: Rotation 1

- Daisy planter decorating

2:45PM: Rotation 2

- “Think you know Juliette?” action game

3:15PM: Snack Break

3:35PM: Rotation 3

- Juliette pumpkin decorating

4:05PM: Rotation 4

- Daisy Low story-game

4:35PM: Closing Ceremony

- Juliette Low Candle Ceremony

- Event Evaluations

4:45PM: Clean up and check-out
Are event activities...

- Safe?
- Fun?
- Flexible?
- Affordable?
- Challenging?
- A positive learning experience?
- Appropriate for grade levels?
- Consistent with girl progression?
- Led by well-trained and enthusiastic staff or volunteers?

**Fantastic Flags**  
November 11th, 1:00 pm—4:00 pm

**Purpose:** to teach girls basic flag ceremonies and etiquette so that they can perform for the community

**Pre-Activity:** song circle—sing patriotic songs, teach “It’s a Grand Old Flag”

**Opening:** house rules, etc., divide into groups (30 min.)

**Station A:** learn basic flag ceremony (30 min.)

**Station B:** make beaded flag pin (30 min.)

**Station C:** learn flag etiquette for outdoors, parades, hanging flags (30 min.)

**Station D:** play flag history game

**Snack:** (30 min.) red apples, white popcorn, blue juice (snack after two rotations, then do other two rotations)

**Closing:** (30 min.) clean up stations, do evaluations, close with the poker chip, build a flag ceremony

**Supplies needed:**
- Registration table, name tags, sign-in sheets, and pens
- Pre-activity: poster with lyrics
- Station A: US flag, OR flag and GS flags on poles, stands
- Station B: red, white, blue beads, gold safety pins
- Station C: list of history questions and answers
- Station D: flag etiquette books or member of American Legion
- Snack: apples, popcorn, juice, napkins, and cups (for popcorn and juice)
- Closing: evaluations, pencils, red, white, blue poker chips, stars, big pot, spoon, flag folded in bottom of pot
Step 3: Safety

Plan for Safety

- Consult Volunteer Essentials, “Chapter 4: Safety-Wise”
- Consult Safety Activity Checkpoints for applicable event activities. Which activities are applicable for your event?

Resources

Adult-to-Girl Ratios

<table>
<thead>
<tr>
<th>Make sure the event adult-to-girl ratios are met</th>
<th>Events, Travel, and Camping</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Two unrelated volunteers (at least one of whom is female) NOT living in the same household for this number of girls:</td>
</tr>
<tr>
<td></td>
<td>One additional adult to each additional:</td>
</tr>
<tr>
<td>Girl Scout Daisies (grades K-1)</td>
<td>6</td>
</tr>
<tr>
<td>Girl Scout Brownies (grades 2-3)</td>
<td>12</td>
</tr>
<tr>
<td>Girl Scout Juniors (grades 4-5)</td>
<td>16</td>
</tr>
<tr>
<td>Girl Scout Cadettes (grades 6-8)</td>
<td>20</td>
</tr>
<tr>
<td>Girl Scout Seniors (grades 9-10)</td>
<td>24</td>
</tr>
<tr>
<td>Girl Scout Ambassadors (grades 11-12)</td>
<td>24</td>
</tr>
</tbody>
</table>

First Aid

- Have a current and in-date first aid kit for the event.
- Who are your certified first-aider(s) during the event?
- The first-aider(s) should be in a central location, visible and not have any other position during the event. For large events, there should be one first-aider for every 200 participants.

Health Histories

- Make sure the event registration process allows for notice of allergies or other medical conditions requiring accommodation.
- Consider asking for “Health History” forms for each participant.
Step 4: Safety

Site Safety
- A site survey before the event is encouraged when possible. Make note of any potential hazards such as holes, exposed tree roots, drop-off’s, etc.
- If the site is open to the public, what guidelines must be in place to ensure girls’ safety? What are the boundaries of the event? Which areas are off limits? You may want to include this information in your event’s confirmation.
- Make sure all emergency exits are clearly marked. This may mean having to create additional signs.
- Make sure parking is well-lit and allows for safe arrival and departure of vehicles and pedestrians.
- Adequate restrooms and drinking water are available.

Does this involve travel?
- At least one volunteer must complete the applicable travel training
- Overnight events need council approval before proceeding.
- Any trip outside of our council needs approval beforehand.

Additional Insurance
If tagalongs are allowed to register for event, additional insurance will need to be purchased for event. (Details available in travel training.)

A tagalong is any person, child or adult, who is not a registered Girl Scout member.

Male Participants
- Men are welcome to participate in Girl Scouting.
  - Separate restroom facilities should be available for male guests.
  - Men should have their separate sleeping area for overnight events. More details on overnight procedures available in travel training.

Emergencies
- GSNETXs “Emergency Procedures” must be available during the event
- Emergency contact information for participants attending
- Determine nearest location for emergency care and map the quickest route.
- Make sure you are prepared in case of the following:
  - ☄️ Fire
  - ☢️ Evacuation
  - 🏷️ Missing person

Make sure to use buddy system when possible.
Step 4: Budget

Every Event Should Have A Budget

Is the troop or service unit paying for the event?
This means the event would be free to registrants.
If no, every effort should be made to ensure the event is self-sustaining and pays for itself.

How will the event be paid for?
Participant fees, troop or service unit funds, etc.?

Don’t forget your event cancellation and refund policy.

Is the event money earning?
Money earning events are events that plans to collect more money than needed for event expenses.

Don’t forget! You must submit an activity approval form before proceeding.

“Profit sharing in which a troop/group/service unit receives a direct share of the profits when collaborating with another entity is not allowed.”

Example: “I Painted That!” offering money back to your troop/service unit based on tickets sold.

How to Develop an Event Budget

1. Estimate Total Number of Participants attending event.
   Make sure to include non-paying participants as well (event helpers, volunteers, special guests, etc.)

2. Estimate your Total Expenses as closely as possible.

3. Determine Fee per Person to Break Even.
   Divide Total Expenses by Total Number of Participants.

4. Determine Event Revenue.

5. Make Sure Event Breaks Even.
Sample Event Budget

In preparing for any Girl Scout event, you should project a break-even point that is zero-based. For this reason, the fee is never set before expenses are determined (as closely as possible).

1. Participants

- _____ # of girls
- _____ # of adults
- _____ # of tagalongs
- _____ # of other

Total Number of Participants

2. Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food/Beverage (everything edible)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission Fees</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facility Rental Charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies for event activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies for first aid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies for cleaning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies for decoration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognition Items (patch, badge, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment (portable toilets, etc.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insurance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing &amp; Postage</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thank You Gifts</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (family partnership?)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Expenses

3. Fee per Participant

Total Expenses $ 

\[ \text{Total Number of Participants} \div \text{Fee per person} \]

4. What is Event Revenue?

Total Number of Paying Participants X Fee per person $ 

5. Will Event Break Even?

Event Revenue $ 

Total Expenses $ 

Profit/Loss $
**Step 5: Share**

**Share Event Early and in Various Ways**

<table>
<thead>
<tr>
<th><strong>Email</strong></th>
<th><strong>Word of mouth</strong></th>
<th><strong>Text</strong></th>
</tr>
</thead>
</table>
| Send an email to all in your troop, service unit, etc. | • Attend service unit meetings and announce your event.  
• Share with your troop parents. | Send a brief description of event, with deadline and key reminders. |

**Social Media**

- **If it’s a troop event**, post on your troop’s social media platforms if available.
- **If event is open to service unit**, ask for it to be posted on their social media sites.
- **If event is open to all council Girl Scouts**, you may ask for it to be posted on our council Facebook page and online calendar.
  
  Send flyer to our marketing department at media@gsnetx.org. Allow 1 week for posting after flyer permission is granted.

**Leave a Positive Impression**

When you create publicity for your Girl Scout event, you not only influence people’s perception of your troop or service unit, but also of the Girl Scout organization.

You want to create a positive impression, so you will want to ensure that your publicity is well designed, free from errors, and reflective of Girl Scouts’ commitment to inclusivity.

**Create a Flyer**

**Flyer must include**
- The Girl Scouts of Northeast Texas logo.
- The troop or service unit number of the team planning the event.

**Images**
- Select clip art that will reproduce well (no heavy shading) and ensure that clip art is inclusive and not demeaning to any particular group.
- Do not use copyrighted material (cartoon characters, song lyrics, etc.) without seeking permission from the copyright owner. If permission is granted, you must credit the source in your flyer.

**Font**
- Use no more than one to two different fonts throughout the flyer. Arial or Times New Roman are standard fonts recommended.
- Avoid writing in all capitals or in italics.
- Use decorative lettering sparingly.

**Proofread, proofread, and proofread.**
Have multiple people check the flyer for typos or errors.

For more guidance on flyers and marketing materials please see the “GSNETX Brand Cheat Sheet” available at www.gsnetx.org
GSNETX Brand Cheat Sheet

This cheat sheet will help you stay on track with our branding. Contact Carolina Caicedo 972-349-2434 or ccaicedo@gsnetx.org for more information.

Logos, lockups and service marks

girl scouts of northeast texas  
Servicemark

Profiles logo

gs  
shorthand for internal use only

Logo spacing

girl scouts of northeast texas

Adequate room must be observed between our service mark and any additional text or images. See illustration above for minimum spacing requirements. The Profiles logo must be positioned as illustrated above.

Trefoil Usage

Use the trefoil creatively. It has been designed in a way that makes it a playful complement to the formal servicemark. Patterns can be used, only in Girl Scout Green, white or black. Re-rendering or altering the trefoil is not allowed.

Additional usage guidelines

Font

Arial is the only approved font for use by volunteers in Girl Scout business.

Colors

Hex codes:

- HEX #00ae58
- HEX #00ab55
- HEX #004e99
- HEX #6e298c
- HEX #ec008b
- HEX #ee3123
- HEX #f36f21
- HEX #faa519
- HEX #fddc00
- HEX #fddc00
Step 6: Wrap-up

Was the event successful?

Evaluate
Use different evaluation methods.
Find the one the participants respond to best.

Verbal
Ask the participants verbally and make note of comments.

Written
Create and distribute event evaluation to participants

Digital
Send participants and email or text asking for feedback.

Be receptive.
Listen to the comments of others.
Every comment, positive or not, is good feedback.

After the event make sure to...
- Finalize event budget with actual figures.
  - Was there a profit or loss?
  - If a profit, how will the money be spent?
- Are all outstanding invoices paid in full?
- Any supplies that can be returned to store for credit or used in the future?
- Write and send thank you notes to those who helped with event.
- Debrief with your planning team.
- What can be improved?

Don’t forget to share!
Share pictures with participants, service unit and council.
Keep them for scrapbook for video montage
Event Evaluation

Program Name: ____________________________________________
Program Location: _________________________________________

1. What grade are you in?  K/1st  2nd/3rd  4th/5th  6th - 8th  9th - 10th  11th - 12th
2. What is your zip code?  ________________  What month were you born?  ________________
3. First two letters of first name:  __________  First two letters of last name:  __________

This set of questions is about your experience at our program today:

4. I had fun at this program:  All of the time  Most of the time  About half the time  Some of the time  Never
5. What made this program fun?  ____________________________________________
6. On a scale of 0 - 10, how likely are you to recommend this program to a friend?
   No way!  0  1  2  3  4  5  6  7  8  9  10  Definitely!
7. I learned something new in this program:  Yes  No  I don’t know/i’m not sure
8. I would like to learn more about what we did today:  Yes  No  I don’t know/i’m not sure
9. Did you learn about a new job or career today?  Yes  No  I don’t know/i’m not sure

10. My most favorite thing was:  ________________________________________________
11. My least favorite thing was:  ______________________________________________

This last set of questions are based on your overall experience as a Girl Scout:

12. I try things even if I may not be good at them  ____________________________________________
13. I don’t give up, even when things are hard  ____________________________________________
14. Even if I am afraid of making mistakes, I still try new things  ____________________________________________

Please submit completed evaluations to programs@gsnetx.org within one week of your event.
Your Name: ________________________ Phone: ________________________  
Email: ______________________________  
Service Unit Name or Troop Number (5 digits): ________________________  
Event Name: ________________________  
Event Date: ________________________ Event Time: ________________________  
Event Address: ________________________  
Maximum number of event participants: ________________________  

Event is open to which grade-levels?  
☐ Daisies ☐ Brownies ☐ Juniors ☐ Cadettes ☐ Seniors ☐ Ambassadors

**Purpose** What is the purpose (desired outcome) of this event?  

---  

**Budget**  
☐ A budget was created for this event.  
☐ Fee per participant will be $___________

**Fundraiser** Is your event money earning?  
☐ Yes ☐ No  
☐ If yes, when did you submit the activity approval form?  
☐ Was it approved by council?  
☐ Yes ☐ No

**Collaboration** Who is your event collaborator (if any)? ________________________  
☐ Which staff manager, director, or officer approved your collaboration and when?  
  Staff member: ________________________ Date approved: ________________________  
☐ Which members of your older girl planning committee are helping lead this event?  

☐ I affirm there is **no profit sharing** to my troop or service unit.

**Outline**  
☐ An outline of event has been developed.  
☐ Event outline has been communicated to all event volunteers.

**Flyers**  
☐ Event flyers follow guidelines as outlined in this guide (pages 14-15).  
☐ Did you ask your service unit to post it on their social media?  
☐ Yes ☐ No  
☐ Did you ask council marketing to post it on council social media & event calendar?  
  When? _________Was it approved?  
  ☐ Yes ☐ No  
  Posted?  
  ☐ Yes ☐ No

Allow one week for posting AFTER flyer permission is granted.
Safety
☐ There will be a current First Aid Kit which will be available on site during event.
☐ Who will be your certified First Aider(s) at the event?
   *There should be at least one first-aider for every 200 participants.*
   Name: __________________________
   Phone Number: ______________________
   Email: __________________________
☐ There are separate restroom facilities for male participants (if applicable).
☐ List the activities which will take place at your service unit event (i.e. hiking, arts &
crafts, etc.) and that you have referenced in Safety Activity Checkpoints.
   Activity #1: __________________________
   Activity #2: __________________________
   Activity #3: __________________________
   Activity #4: __________________________
   Activity #5: __________________________

Ratios How will you make sure the appropriate event adult-to-girl ratios are met?

Tagalongs Is your event open to tagalongs? ☐ Yes ☐ No
   A tagalong is any person, child or adult, who is not a registered Girl Scout member.
☐ If yes, when did you purchase additional insurance? __________________________

Does this event include travel/overnight?
☐ Which volunteer took the applicable travel training? __________________________
☐ Does event include an overnight stay or outing outside of our council? ☐ Yes ☐ No
   Was there a trip permission form submitted to council? ☐ Yes ☐ No
   When was it submitted? __________________________
   Was it approved by council? ☐ Yes ☐ No

Girl-Led How is the event girl-led?

Success How will you know your event was successful?

☐ My Volunteer Coordinator is aware of event plan.
   Volunteer Coordinator: __________________________

☐ My service unit is aware of event plan.
   How did you communicate this to your service unit?
   __________________________
   Who on the service unit team did you communicate with?