A. Event Planning:

1. What is an **EVENT**?

- ✌ Conservation Derby
- ✌ Klondike Derby
- ✌ District Pinewood Derby
- ✌ Pack Meeting
- ✌ Day at the Park
- ✌ Camping
- ✌ Fishing Derby
- ✌ Popcorn Sales
- ✌ Pancake Breakfast
- ✌ Community Service Projects
  Suggestions?

2. **Pattern of Planning**:

a. Know what you have to do?

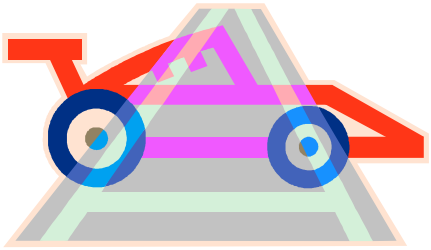
b. When you have to do it?

c. Where you have to be?

d. Who needs to be involved to make it work?

e. How much does it cost?

3. Council & District



a. Conservation Derby, Klondike Derby, Pinewood Derbies and Summer Camps.

b. Cuts planning down for four events.
   We plan one event every month or every two months we're almost done.

c. Keep in mind that planning an event doesn't mean that your scouts will attend an event.

d. You can plan an event to share with other scouts in your District,
   Like the Conservation Derby and Klondike Derby have events that Packs compete at, your pack may be asked to host an event at the Derby

4.

Pack & Den

Scouters have been planning Pack and Den events for many years and they have some helpful guides set up for us to follow.

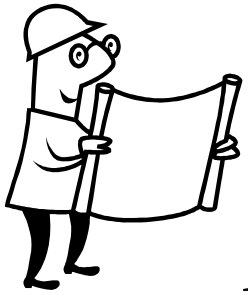
- Leaders books, chapter 24 is dedicated to Program Planning.
  (See copies of Program planning- page 24-9)

- Meeting Place Inspection Checklist from your leaders Appendix (See Copy),

- In BALOO training you learn about Camping Inspection Checklist (see copy).

- Program Helps.
  These help you plan every stage of the event from Opening to awards to closing each month.

B. Blue & Gold Banquet



Applying our Pattern of Planning

1. Know what you have to Plan

a. Plan a Blue and Gold Banquet
   1) Before the Meeting -Set up
   2) Gathering
   3) Opening
   4) Program
   5) Recognition
   6) Closing
   7) After the Meeting -Clean Up

2. When you have to do it?

a. Select a date
b. Ours will be today

3. Where you have to be?

a. Select a location

1) Check availability

2) Use your check list

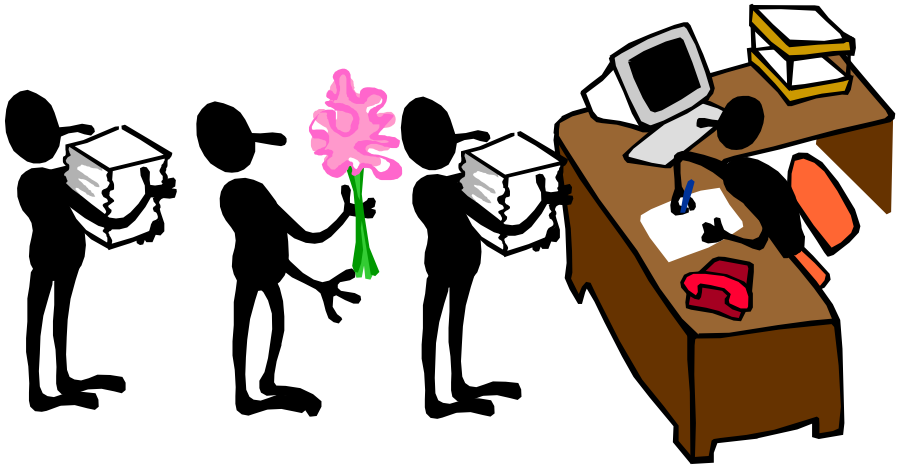
3) Reserve the meeting room

4) Make any extra arrangements, tables, chairs, kitchen

5) We will be in the college cafeteria

b. Select a time

c. Select a theme



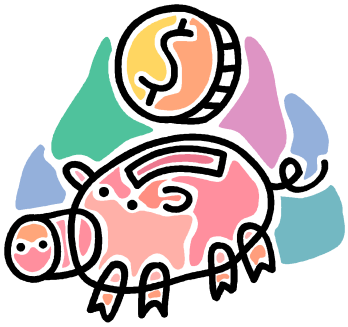
4. Who needs to be involved to make it work?

a. <u>Advertise! Advertise! Advertise!</u>

1) Make sure your parents know times, locations, theme, what it is

2) Let them know it is run by them

b. We are the workers.



5. How much does it cost?

This can change according to what your planned event is and your budget.

You may chose to have a pot luck dinner, or to have your Pack cook a dinner, or you can have it catered or even to go to a restaurant.

Things to Remember

a. Cost of Food

1) If you plan enough in advance you can write letters and ask stores to donate food, paper products, and drinks.

2) Leave time to get a response, some need phone calls to follow up, and don’t be surprised by “no”.

3) It is a time intensive type of collection, and you are always at the whim of those making donations.

b. Cost of Paper Products

c. Cost of drinks

d. Cost of decorations

1) Ways to cut costs have your dens make decorations and have a competition and awards for the best decorations.

e. Cost of props

1) Ask your parents,
check your parent talent sheets ask for volunteers to make things

2) An old log with holes drilled for candles makes a great prop

3) Pallets make an easy crossover bridge.

f. Cost of awards

1) Scout awards can be costly you can hand make a number of our own and they are just as nice to receive.

2) Your Cub Scout How to book has some great ideas (see copies)

3) Thank you gifts can also be hand made or very inexpensive

g. Cost of room rental (or camp site etc.)

1) Places to look for meeting rooms, churches, schools, club houses, (Masonic lodge, Legion Posts, Fireman Halls)

2) Most of these have no charge or will waive the fees for non-profit groups

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h. Other event costs to keep in mind

1) Patches for event
2) Crafts
3) Travel costs
4) Advertisement costs

i. Cost at this time was decided prior to today on a catered basis.

After Action Report

1. A written record of:
    a. What was done
    b. How it was run
    c. Where things were purchased
    d. How decisions were made
    e. How much time before hand to start planning
    f. Point of contacts for donations and facilities
    g. Even directions for a game you ran
    h. Also include what you liked and what you didn't like
    i. Don't forget to put why. It may not seem important at the time, but you may not look at this information for another year. When someone questions why we are making changes you can just look at your notes.

Closing

A. To “Pack in” more events you need to **PLAN**

B. Remember and event doesn’t have to cost anything or even be hard to plan. Having a wiffle ball game at your Local Park or school costs nothing.

C. For parties have cake baking contests

D. Don’t forget to add community service projects. Scouting for Food, Keep you town Clean, Make a Difference Day.

E. You can end a community service event with a stop at a local restaurant for hot chocolate and donuts. (make arrangements before hand, they most likely will give you a discount)

F. Remember to take advantage of your District and Council events.

G. Good Luck Planning your Events!