

## EVENT CHECK LIST

This is not intended to be a complete list of everything needed for an event. It will help to guide you through the process. Your membership/staff person can be a resource in planning your event.

Create a program outline. This can be a brainstorm of what you want your program to be, who will participate, what activities you will include, how the program will be delivered, what collaborations you could utilize, etc.

- Determine the total number of participants this event could serve. Decide whether participants are girls only or if adults may participate also. Determine a maximum and minimum number of participants.
- Determine a location for the event. Be sure to consult *Safety-Wise* for site considerations. If a contract or agreement needs to be signed, this needs to be done by a council staff person.
- Decide on program activities to be offered. Be sure to incorporate girl planning, age appropriateness, time appropriateness for the age, space, and special requirements (i.e., you will need a lifeguard for swimming activities).

Develop a budget for your event.

- Itemize all event costs to determine a fee for the event. Expenses to keep in mind are the following:  
Program supplies needed for activities, food and beverage for meals or snacks, purchased services (if you are paying a presenter, performer, etc.), postage and printing of event fliers or confirmations, leasing of buses or vehicles, honorariums for volunteers, insurance, any specialized equipment rental or fees, location fees to include janitorial services and site fee, tokens of appreciation, patches, etc.
- Consider how non-paying participants will affect your expenses.
- Determine your variable and fixed costs. This may help you come up with a minimum number of participants to break even.
- Set the cost for the event.

Recruit volunteers for your event. This may be a committee to help run different aspects of the event, or it may be volunteers to lead activities at the event. Be sure that older girls recruited are given appropriate tasks to do for the event.

- Recruit a first aider who should secure a first aid kit and logbook.
- Develop a system to promote your event, a registration system, a confirmation system, and an evaluation system.
- Be sure to confirm all details in writing with volunteers and other contacts.
- Arrive early the day of the event to make sure everything is set up properly.
- Have a contingency plan for any no show volunteers or inclement weather.
- The event coordinator should not plan on leading activities the day of the event. He or she will be needed to answer questions, solve problems, and watch how the program is going.
- Keep records of event to make it easier next time.