

TROOP 672 EVENT PLANNER

Event date: _____

Event type: CAMPOUT SERVICE PROJECT OTHER: _____

Event Theme/Purpose: _____ (MB Madness, Eco Challenge, etc.)

Location: _____

Event Leader (Scout): _____

Backup/assistant leader (Scout): _____

Event Advisor (Adult): _____

Backup/assistant advisor (Adult): _____

Leader job	Advisor job	Time frame	Action Item	Date done
X	X	3+ mo ahead	Review this form and allocate jobs	
	X	3+ mo ahead	Make camping reservation	
	X	3+ mo ahead	Pay for campsite (if necessary)	
		2 mo ahead	Plan event activities	
			check for advancement opportunities	
			get PLC approval of your plan	
			select activity leader(s): _____	
			ensure needed equipment and supplies will be available	
		2 mo ahead	Any special requirements for the event? (safe swim, special equip, etc.)	
		2 mo ahead	Coordinate with Troop Committee for special needs	
		6 wk ahead	Determine when & where to meet	
		6 wk ahead	Plan travel route (any coordinated stops?)	
		6 wk ahead	Set departure time; estimate return time	
	X	1 mo ahead	File tour permit; identify YP trained leader attending: _____	
		1 mo ahead	Decide troop or patrol cooking	
		1 mo ahead	Determine per-person cost (include gas for travel \$2 per scout)	
		4 wk ahead	Announce event at troop meetings	

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		at event	Check group in (if needed)	
		At event	Identify camp layout (fire, kitchen, scouts, adults, latrines)	
		at event	Coordinate event activities; address problems as they come up	
		end of event	Check group out; final campsite inspection (if needed)	
		end of event	Conduct after-event review: what was good/bad	
		1 wk after	Give ALL paperwork to activities coordinator	