



Boy Scout Troop 536



Event Planning Sheet

Proposed Event Date: _____

Event Description: _____

Event Location: _____

Event Chair and Assistants: _____

Estimated Cost: _____ ***

Any Special Training Required: _____

ScoutMaster Approval: _____ Committee Approval: _____

Senior Patrol Leader Approval: _____

Two Month Mark Date: _____

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Apply for Tour Permit |
| <input type="checkbox"/> | Prepare Initial Flyer |
| <input type="checkbox"/> | Place Date On Calendar |
| <input type="checkbox"/> | Secure Site - Reservations, Fees, permits, etc. |
| <input type="checkbox"/> | Update Troop of Planning Progress |
| <input type="checkbox"/> | Insure Minimum Number of Trained Adults Will Attend |

Six Week Mark Date: _____

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Determine if Any Items Need To Be Bought ***** |
| <input type="checkbox"/> | Create Itinerary with Departure and Arrival Times ***** |
| <input type="checkbox"/> | Create Transportation Plan - Travel Route, Recruit Drivers |
| <input type="checkbox"/> | Prepare Final Flyer - Dates and Times, Fees, Map, Description of Activities |
| <input type="checkbox"/> | Prepare a Suggested Packing List ***** |

One Month Mark Date: _____

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Obtain Final Number of Participants - Scouts and Adults ***** |
| <input type="checkbox"/> | Work With Troop Treasurer to Insure Participants Have Paid Fees |
| <input type="checkbox"/> | Submit Tour Permit to Council Office |
| <input type="checkbox"/> | Determine an Contingency Plan |
| <input type="checkbox"/> | Insure Patrols Meet and Decide upon Duty Roster and Meal Planning ***** |

Three Week Mark Date: _____

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Confirm Reservations |
| <input type="checkbox"/> | Confirm Attendees - Scouts, Leaders and Adults |
| <input type="checkbox"/> | Provide Roster of Attendees to Communications Coordinator to Email to Troop |
| <input type="checkbox"/> | Complete List with Event Leader, SPL, and Quartermaster any Troop Equipment needed |
| <input type="checkbox"/> | Review Transportation and Finish Driver Recruitment |
| <input type="checkbox"/> | Confirm with Scoutmaster and SPL that Grocery Lists have been Completed and Assigned |
| <input type="checkbox"/> | Determine Local Hospitals and get Phone Numbers |
| <input type="checkbox"/> | Confirm Contact Parent for each Scout |
| <input type="checkbox"/> | Send Final Flyer to Communications Coordinator for Distribution to the Troop |

Event Planning Sheet

Two Week Mark Date: _____

<input type="checkbox"/>	Verify Drive Vehicle Information has been Recorded	
<input type="checkbox"/>	Write and Distribute Directions to all Drivers	
<input type="checkbox"/>	Draft Check Off List - Participants, Permission Slips, Med Forms, Req'd Equipment	*****
<input type="checkbox"/>	Check Weather Forecast - Make Necessary Preparations or Changes	
<input type="checkbox"/>	Confirm Attending Leaders, Adults and Drivers	
<input type="checkbox"/>	Confirm Equipmnet Coordinator, Quartermaster or Event Leader is Bringing Troop Equipment	

Departure

<input type="checkbox"/>	Confirm Event Leader has Guide to Safe Scouting and Troop First Aid Kit
<input type="checkbox"/>	Confirm all Troop Equipment has Arrived
<input type="checkbox"/>	Confirm each Scout has All Equipmnet He Will Need
<input type="checkbox"/>	Sign Scouts in and Complete Check Off List
<input type="checkbox"/>	Insure Drivers have Maps and Directions and Cell Numbers
<input type="checkbox"/>	Review directions and Stopping Points with Drivers
<input type="checkbox"/>	Have SPL Assign Seating Arrangements

After Return

<input type="checkbox"/>	Confirm All Equipment is returned to the Equipment Coordinator
<input type="checkbox"/>	Present all Receipts to Troop Treasurer and inform of any outstanding Bills
<input type="checkbox"/>	Work With scoutmaster and SPL on having Troop Historian write an Event Report
<input type="checkbox"/>	Present Event Post-Mortem to Troop Committee