

4.5 Event Guides



No: 1 Running a District Event

You have been requested by the District Commissioner to organise the District Swimming Gala. The date has been set for 6 months time.

Timescale	Action	By whom	Date completed
6 months	Set up working group with a group leader Check financial arrangements with District Treasurer Book venue and pay deposit Book all regular volunteers, particularly those with swimming, lifesaving and first aid qualifications		
5 months	Draft programme of events with leaders (? at a District meeting) Try to ascertain probable support from leaders and numbers of young people likely to attend.		
3 months	Draw up final programme of events Check all rules agreed Arrange for copies to go to all Sections with entry forms and a letter for parents (to be copied by Section) Ensure all equipment required is available Prepare list of jobs required and fill with definite names Invite VIPs Reassure District Commissioner all is in hand		
1 month	Check all arrangements in place Confirm with all helpers that they understand what their job is. Ask them to ring you the night before the gala to confirm that they are still coming (or not!) Collect trophies from previous winners Get certificates		
2 weeks	Closing date for entries - if you are lucky! Draw up competitors list. This may just be Group/Section names, not individuals		
Day before	Check all equipment in place Take phone calls from volunteers. Call the pool to check all in order and pay balance of charge		

The Event	<p>Arrive early! Check volunteers as they arrive and see they have no problems Security in place in changing rooms – minimum of 2 in each room (assuming male and female) Meet & Greet invited guests (could be done by DC) Welcome speech Lifeguards in position Collect entrants for each event 2 events early (ie participants in Heat 4 assembled during Heat 2) Starter to control starting and running of each heat Marshall with first place card to watch for winner and give him/her card. Marshalls for 2nd and 3rd to do the same. Winner, 2nd and 3rd to go to clerk to have name and group written down. Scorer to note groups and add points to score board Scribe to complete certificates as appropriate Troubleshoot throughout the event Presentation of trophies and certificates Thank you and farewell</p>		
Clearing up	Bring in fresh team to clear up pool area and changing rooms		
After the event	<p>Debrief - what went well; what didn't Thank you letters to all involved Report back to District Commissioner</p>		

<p><u>Equipment required</u></p> <p>Trophies (on table) Certificates & good pen Completed entry forms</p> <p>Starter pistol Flip chart/blackboard for scores Pens or chalk Place cards Forms to list heat winners to call for finals Result sheet Pens/Pencils Scrap paper Rubbish bags Fellowship leader to promote</p>	<p><u>Jobs to be filled</u></p> <p>Security guards in changing rooms throughout event Lifeguards in sufficient numbers to cover pool at all times Registration of entrants to accept late entries and Loudhailer confirmation of names/groups Assembly of entrants for each event - min 4 people Starter Marshalls – 3 Registration of results to ensure correct names and groups Scribe to complete certificates Scorer First Aider Fresh team to come in and clear up - 4-6 Working group to troubleshoot (Many of these jobs could be doubled up if there are insufficient volunteers)</p>
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No: 2 Running a Group Event

These guidelines could be used for any similar event.

You have been requested by the Group Scout Leader to organise Fundraising Quiz Night.

The choice of date and venue is up to you.

Timescale	Action	By whom	Date completed
Immediately	<p>Check the availability of the Scout HQ</p> <p>Check the availability of suitable volunteer Assistants</p> <p>Check the County & District calendar of events</p> <p>Agree on charge for entry</p> <p>Inform Group Treasurer of plans and arrange for funds for early purchases</p> <p>Arrange a date, book the venue, inform the GSL</p>		
2 months before	<p>Prepare list of jobs required and fill with definite names</p> <p>Agree format of quiz and whether team and /or individual entries are required</p> <p>Nominate a setter of questions</p> <p>Arrange for publicity (posters, insert in group /district newsletter, letters to parents, local church magazine, local newspapers/radio, etc)</p> <p>Design entry forms and arrange for someone to accept entries</p>		
1 month before	<p>Organise prizes - don't forget to get a receipt</p> <p>Organise raffle - don't forget to get a receipt</p> <p>Organise refreshments - don't forget to get a receipt</p>		
2 weeks before	<p>Check that the questions are ready</p> <p>Confirm with all helpers that they are still available</p> <p>Arrange for any photocopying of quiz sheets to be done</p> <p>Arrange for the venue to be prepared so that it is tidy, clean and warm</p>		
Day before	<p>Purchase refreshments</p> <p>Check that prizes, raffle prizes and tickets are ready</p> <p>Check that required equipment is ready</p> <p>Check venue ready</p> <p>Confirm number of entries made</p>		
On the Day	<p>Arrive early!</p> <p>Check volunteers as they arrive and see they have no problems</p> <p>Get refreshments up and running - put the urn on</p> <p>Ensure room is ready</p> <p>Put out any equipment required (stereo system, OHP etc). Put out quiz sheets, pencils</p>		

	Welcome people - and probably accept late entries Introduce quizmaster Run the Quiz, Provide refreshments, Present prizes		
After the event	Debrief - what went well, what didn't Thank you letters to all involved Consider a thank you present for questionmaster Pass all funds in hand and all receipts to the Group Treasurer. Write short report for Group Executive		

<u>Equipment required</u> Prizes for quiz Prizes for raffle, raffle tickets Posters Tables, chairs Entry Forms Questions Answer sheets, pencils Raffle ticket seller Stereo system/tape recorder for musical Questions Overhead projector for picture questions Refreshments (tea, coffee, biscuits, etc) Cups/mugs, etc	<u>Jobs to be Filled</u> Publicity Entry contact Question setter Account keeper Question master Scorer Refreshment makers and servers People to ensure venue is ready
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No: 3 Organising Area/County/District/Group Support t
 These guidelines could be used for any similar event.

You have been requested by the District Commissioner to organise an Emergency Leader Scheme.

Timescale	Action	By whom	Date completed
Immediately	Discuss with Scout Fellowship and set up working group Identify a member who is willing to act as telephone co-ordinator Agree criteria with District Commissioner		
Over 2-3 Months	Draft questionnaire to Scout Fellowship members to find out: <ul style="list-style-type: none"> • who is prepared to help • when they are available • how frequently they are prepared to help • for how long they are prepared to help • what experience they have had in which section • what notice they need • any special skills they have • etc Draft a series of rules <ul style="list-style-type: none"> • who can ask for help • should all requests go to one person or should the directory be circulated (volunteer helpers must be informed and their agreement gained if this should (happen)) • for what period of time • how much notice is acceptable • etc Draw up a directory of all those agreeing to help Cross reference by Section and skills Check each entry with each individual member Check rules with District Commissioner		
When Ready	Publicise the scheme to all GSLS and Section leaders, ensuring that they are aware of all restrictions of use. Monitor the use of the scheme to ensure smooth running and no abuse of system Add the system to information given to new Scout Fellowship members Add new volunteers to list when available		
Annually	Check that volunteers are still willing to be involved Check co-ordinator and re-appoint new person if necessary		

No: 4 Organising a Social Event

These guidelines could be used for any similar event.

At a Scout Fellowship programme planning meeting you have been delegated to organise a Barn Dance for the Scout Fellowship. A suggested date has been set.

Timescale	Action	By whom	Date completed
Immediately	<p>Investigate suitable venues and check charges, availability, parking, etc. This may need booking well in advance.</p> <p>Investigate suitable bands/callers, check their charges and availability. These may need booking well in advance</p> <p>Consider how the event should be run:</p> <ul style="list-style-type: none"> • refreshments • bar • raffle <p>Confirm arrangements with Scout Fellowship Council and book the venue and the band/caller. Book a bar if this is required</p> <p>Arrange with treasurer for petty cash to pay for odd items and deposits.</p> <p>Decide if it is to be an open event to all Scout Association members, parents and friends Include the event in the Scout Fellowship Diary of Events</p>		
3 months before	<p>Agree on refreshments Outside catering, do-it-yourself or Take-Away Organise volunteers for catering, if do-it-yourself Book if using outside caterers (lots of fish & chip shops will help, or takeaways, to help keep costs low)</p> <p>Price tickets - cost of venue + cost of tickets + cost of publicity + cost of caller + cost of refreshments + fundraising element if required divided by number of tickets expected to be sold (maximum number of people the venue can take)</p> <p>Get tickets printed and get each Scout Fellowship Committee member to take some to sell Keep a check on how the tickets are going</p> <p>Keep accounts of all money taken and spent and keep receipts</p>		

	If open to other than members, publicise in Area/County/District/Group newsletters and put posters in Scout HQS		
1 week before	Check number of tickets sold Confirm approximate numbers with caterers Organise raffle prizes and tickets Confirm requirements with venue Confirm with caller		
On the day	<p>Arrive early Ensure all arrangements with venue are correct Meet caterers, if do-it-yourself or outside caterers, and show them where to set up. Ensure the order for the Take-Away goes in early in the day and that they are given a time If using a Take-Away for catering ensure that they are contacted to ensure that everything is in order and will be on time</p> <p>Meet bar holder and show him where to set up Meet caller, pay him and show him around Have someone on door to accept tickets and collect cost for those not pre-paid Confirm with raffle ticket sellers when they will go round Once the dance starts and the caller is in charge, sit down at the bar, have a drink and relax!</p>		
After the Event	<p>Ensure that the venue is cleared up and everything is in order at the end. Meet to debrief on what went well Ensure all bills are paid Make up the accounts and pass to treasurer with any cash and receipts Thank you letters to all volunteers</p>		