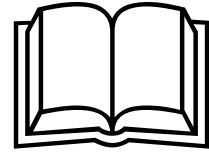


## 4.5 Event guides



Providing principles of project and event planning.

### 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 six 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.		

TIMESCALE	ACTION	BY WHOM	DATE COMPLETED
3 months (continued)	<p>Invite VIPs</p> <p>Reassure District Commissioner all is in hand.</p>		
1 month	<p>Check all arrangements are in place</p> <p>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!)</p> <p>Collect trophies from previous winners</p> <p>Order certificates.</p>		
2 weeks	<p>Closing date for entries - if you are lucky!</p> <p>Draw up competitors list. This may just be Group/Section names, not individuals.</p>		
Day before	<p>Check all equipment is in place</p> <p>Take phone calls from volunteers. Call the pool to check all is in order and pay balance of charge.</p>		
The event	<p>Arrive early!</p> <p>Check volunteers as they arrive and see they have no problems</p> <p>Security in place in changing rooms – minimum of two staff in each room (assuming male and female)</p> <p>Meet and Greet invited guests (could be done by DC)</p> <p>Welcome speech</p> <p>Lifeguards in position</p> <p>Collect entrants for each event two events early (ie participants in heat four assembled during heat two).</p>		

TIMESCALE	ACTION	BY WHOM	DATE COMPLETED
	<p>Starter to control starting and running of each heat</p> <p>Marshall with first place card to watch for winner and give him/her card</p> <p>Marshalls for 2nd and 3rd to do the same</p> <p>Winner, 2nd and 3rd to go to clerk to have name and Group written down</p> <p>Scorer to note Groups and add points to score board</p> <p>Scribe to complete certificates as appropriate</p> <p>Troubleshoot throughout the event</p> <p>Presentation of trophies and certificates</p> <p>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</p> <p>Thank you letters to all involved</p> <p>Report back to District Commissioner.</p>		

## **Equipment required**

- Trophies (on table)
- Certificates and good pen
- Completed entry forms
- 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.

## **Jobs to be filled**

- 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 - (minimum four people)
- Starter
- Marshalls – (minimum three)
- Registration of results to ensure correct names and groups
- Scribe to complete certificates
- Scorer
- First Aider
- Fresh team to come in and clear up - (four to six people)
- Working group to troubleshoot.

(Many of these jobs could be doubled up if there are insufficient volunteers)

## 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 a 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 &amp; 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>		

TIMESCALE	ACTION	BY WHOM	DATE COMPLETED
2 weeks before (continued)	<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 that the venue is ready</p> <p>Confirm number of entries.</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</p> <p>Ensure room is ready</p> <p>Put out any equipment required (stereo system, OHP etc). Put out quiz sheets, pencils</p> <p>Welcome people - and probably accept late entries</p> <p>Introduce quizmaster</p> <p>Run the quiz</p> <p>Provide refreshments</p> <p>Present prizes.</p>		
After the event	<p>Debrief - what went well, what didn't</p> <p>Send thank you letters to all involved</p> <p>Consider a thank you present for questionmaster</p> <p>Pass all funds in hand and all receipts to the Group Treasurer</p> <p>Write short report for Group Executive.</p>		

## **Equipment required**

- 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.

## **Jobs to be filled**

- Publicity
- Entry contact
- Question setter
- Account keeper
- Scorer
- Refreshment makers and servers
- People to ensure venue is ready

### No: 3 Organising Area/County/District/Group Support

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	<p>Discuss with Scout Fellowship and set up working group</p> <p>Identify a member who is willing to act as telephone co-ordinator</p> <p>Agree criteria with District Commissioner.</p>		
Over 2-3 months	<p>Draft questionnaire to Scout Fellowship members to find out, for example:</p> <ul style="list-style-type: none"> <li>• who is prepared to help</li> <li>• when they are available</li> <li>• how frequently they are prepared to help</li> <li>• for how long they are prepared to help</li> <li>• what experience they have had in which Section</li> <li>• what notice they need</li> <li>• any special skills they have.</li> </ul> <p>Draft a series of rules, for example:</p> <ul style="list-style-type: none"> <li>• who can ask for help</li> <li>• 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)</li> <li>• for what period of time</li> <li>• how much notice is acceptable.</li> </ul> <p>Draw up a directory of all those agreeing to help</p> <p>Cross reference by Section and skills</p> <p>Check each entry with each individual member</p> <p>Check rules with District Commissioner.</p>		

TIMESCALE	ACTION	BY WHOM	DATE COMPLETED
When ready	<p>Publicise the scheme to all GSLs and Section Leaders, ensuring that they are aware of all restrictions of use</p> <p>Monitor the use of the scheme to ensure smooth running and no abuse of system</p> <p>Add the system to information given to new Scout Fellowship members</p> <p>Add new volunteers to list when available.</p>		
Annually	<p>Check that volunteers are still willing to be involved</p> <p>Check co-ordinator and re-appoint new person if necessary.</p>		

## 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, checking their charges and availability. These may need booking well in advance</p> <p>Consider how the event should be run. In particular, think about the:</p> <ul style="list-style-type: none"> <li>• refreshments</li> <li>• bar</li> <li>• raffle.</li> </ul> <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</p> <p>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?</p> <p>Organise volunteers for catering, if 'do-it-yourself'</p> <p>Book if using outside caterers (fish &amp; chip shops, or takeaways will help, to help keep costs low)</p> <p>Price tickets most cover: 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>Arrange for the tickets to be printed and get each Scout Fellowship Committee member to take some to sell</p> <p>Keep a check on how the tickets are going</p>		

TIMESCALE	ACTION	BY WHOM	DATE COMPLETED
3 months before (continued)	<p>Keep accounts of all money taken and spent and keep receipts</p> <p>If open to other than Members, publicise in Area/ County/District/Group newsletters and put posters in Scout HQs.</p>		
1 week before	<p>Check number of tickets sold</p> <p>Confirm approximate numbers with caterers</p> <p>Organise raffle prizes and tickets</p> <p>Confirm requirements with venue</p> <p>Confirm with caller.</p>		
On the day	<p>Arrive early</p> <p>Ensure all arrangements with venue are correct</p> <p>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 for delivery. 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 them where to set up</p> <p>Meet caller, pay them and show them around</p> <p>Have someone on door to accept tickets and collect cost for those not pre-paid</p> <p>Confirm with raffle ticket sellers when they will go round</p> <p>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 of each event</p> <p>Ensure all bills are paid</p> <p>Make up the accounts and pass to Treasurer with any cash and receipts</p> <p>Thank you letters to all volunteers.</p>		