

## Planning an Event Form

Completing this form will help you to consider all the aspects of your event plan. Refer to Event Planning - a Step by Step Guide for an event planning timeline.

Event Details. These details will help you to complete the A1.			
<b>Event:</b>	Baha'i Temple and Picnic Day		
<b>Event Coordinator:</b>	Rebecca Knox		
<b>Coordinator Contact:</b>	<b>Home:</b>	96141146	<b>Mob:</b> 0403 059 078
<b>Emergency Contact:</b>	<b>Home:</b>	96141146	<b>Mob:</b> 0459 826 843
<b>Date:</b>	25th November		
<b>Location:</b>	Baha'i Temple - 173 Mona Vale Road, Ingleside		
<b>Start Time:</b>	10:30am	<b>Finish Time:</b>	2:30pm
<b>Transport:</b>	Own		
<b>Cost:</b>	\$0-		
<b>Uniform Required:</b>	Yes. Full uniform.		
<b>Details: Include information that needs to be known, items to bring/prohibited etc.</b>			
Bring own lunch. We will be conducting a Scout's Own and a discussion as part of the Ideals tape. To participate in the Scout's Own, contact Deborah Ewings. To participate in the discussion, contact Rebecca Knox.			

Brainstorm ideas for activities that could be included in your event. Can parts of the award scheme be included?
-Scout's Own
-Discussion

Planning Required Prior to the Day. e.g. Book Venue, A1, Source Gear, Promote, Research etc.		
Item	Responsible	By When
A1	Rebecca	28 October
Research - Scouts Own	Deborah	7 November
Research - Discussion	Rebecca	7 November
Book Venue	Rebecca	15 November
Co-ordinate Scout's Own	Deborah	21 November
Co-ordinate Discussion	Rebecca	7 November

## Event Program

*Include details of:*

1. Time - when will it occur
2. Activity - a detailed description of the activity being run. This should have enough detail so that anyone unfamiliar with your program could read and then run it.
3. Responsible - who is in charge of this aspect of the event program - make sure you delegate roles to other Venturers at the event.
4. Gear/Equipment - list the items required to run the activity. It is important to list everything required as this will help you to make sure you have everything you need. This column is especially important when your activity is away from the hall - as it then becomes your packing list.

<b>DATE:</b>	<b>25th November</b>	<b>EVENT:</b>	<b>Baha'i Temple and Picnic Day</b>	
<b>COORDINATOR:</b>		Rebecca Knox		
<b>TIME</b>	<b>ACTIVITY</b>	<b>RESPONSIBLE</b>	<b>GEAR REQ'D</b>	
10:30 am	Meet at the Baha'i Temple.	-	-	
11:00 am	Baha'i Service	-	-	
11:40 am	Group Tour	-	-	
12:40 pm	Lunch at a park/the gardens	-	-	
1:20 pm	Scout's Own	Deborah	-	
1:30 pm	Fraternize	-	-	
2:00	Discussion	Rebecca	-	
2:30 pm	Leave site	-	-	
<b>Notes:</b>				