

Large Event Training

Robert Ulrich (robert.ulrich@scouting.org) Alec Connolly (alec.connolly@scouting.org)

1. What is a large event?
2. Why host an activity?
 - Activities are provided on the district and council level in order to assist unit leaders in providing an ideal year of scouting.
 - All district and council programs are not a given. They are to be submitted to COPC for review. The Executive Board has final approval of the calendar.
 - District versus council events.
 - What is the COPC and how does it function?
 - Punch line – all activities should first have a clearly defined mission statement and objectives
3. What are common complaints about events?
4. What struggles have you had as event coordinators or staff?
5. What makes a quality event?
6. Event Staff Structure
 - Role of the volunteer versus the staff advisor
 - District Program Committees – what they are and how they function
 - Professional staff and their roles – Alec, Robert, Julia and Joanne
 - Event Staff
 - Logistics Chairman is a must
 - Health Officers – Len Fintzy
 - Aquatics
 - Shooting Sports
 - COPE / Climbing
 - Trained Kitchen
 - Staff available – Summer Camp staff
 - Recruiting chairmen and staff
 - Importance of a succession plan – training staff for the future
7. The important stuff
 - Setting up the event (Event Planning Workbook)
 - **Facilities Request** – TK / OK we make reservations, all others event does
 - **Budget**
 - **Event Fact Sheet**
 - **Marketing Sheet**
 - Health Forms
 - Membership and Rosters
 - NCAP
 - Safety and Security
 - Guide to Safe Scouting
 - Security Checklist
 - Wristbands
 - Emergency Procedures
 - TK – Radios and Code System
 - Active Intruder

8. The Program

- Age Appropriate
- Advancement versus fun – balance
- Advancement and other events – COPC – Program Plan for the year
- Quality Advancement
- Record Keeping
- Stuff to take home
- Program Supplies
- Sibling and program
- Scheduling – VERY IMPORTANT
- Printed materials for the weekend

9. Tentaroo Events

- Names, Numbers, Names and Numbers – Participant Types
- Individual, Unit or Mix
- Shirt Sizes
- Ranks
- Invoices – only needed for Names / Numbers.
- Items left in the cart
- Access to Tentaroo / Reports – checking registrations
- Forms versus Tentaroo

10. Logistics

- Camp masters / Camp Keys
- Keep Camp Clean
- Trash Management and Dumpsters
- Manage clean up as much as if not more than set up, and breakdown as you go
- Golf Carts
- Leftover Supplies
- Port a Potties
- What does camp provide – ice / ice coolers / garbage bags / AV in Lassiter
- What does camp NOT provide – golf carts / anything in someone else's lock up

11. Purchasing / Vendors

- All purchasing other than petty cash must be done by Staff Advisers –food, t-shirts, patches
- Vendors
- POs and Check Requests
- Petty Cash – including limits (no reimbursements)
- Shipments / Invoices
- Contracts
- Timelines for shirts / patches
- Purchasing based on \$ in bank
- Turning in leftover supplies, shirts, patches

12. Food Service

- Kitchen Personnel – required training (Serve Safe / Chef's Kitchen Training)
- Contract Food Service

- Menus and Purchasing
- Leftover Food
- Kitchen Cleanliness

13. Cash Management

- Receipt of cash at the event / receipt books
- Using cash for purchases
- Donations for events

14. Budgets and Budgeting

- Pricing
- Value versus price
- Budget musts – camp fees, admin fees, tentaroo, etc...
- Camp fees – camper and day use
- Common pitfalls – Shirts, estimating versus getting actual costs, shipping, etc..
- Event merchandise / food sales (grills)

15. Event Promotion

- All must have approval
- Flyers
- Social Media
- Gulf Stream
- Promote at Other Events
- Website / Web page – Events tab versus calendar
- Word of Mouth!!!!

16. Managing People

- Staff Meetings and Training
- Organization – Back Dater
- Effective Communication
- Verify not micromanage
- Walk throughs
- Proactive versus reactive

17. On the ground

- Set up and Staging
- Check in methods
- Payment at the door (cash / cc)
- Check in documents
- Radios / Communication Methods
- Clear Org Chart of who is in charge of what
- Issues
- Incident Reports
- Check out – patches / advancement etc
- Parking

18. Survey and Event Close Out and Notes – what is needed and timeline.