**EVENT PLANNING TASKS**

Adult

X

X

X

X

X

X

X

Scout

X

X

X

X

X

**1. Reserve a space or site (Lead Time: 3 months minimum)**

**2. Create a registration system (Lead Time: 2 months minimum)**

* Categories of Participants
* Driver information
* Safety items
* Contact Info

**3. Create a flyer (Lead Time: 2 months minimum)**

* Event Description
* Equipment lists
* Dates and times
* Describe Registration Process
* Advancement Benefits

**4. Create a website announcement (Lead Time: 2 months minimum)**

* Draft
* Publish
* Link forms and registration sites

**5. Email announcement w/ all forms (Lead Time: 7 weeks minimum)**

* Based on Flyer
* Link to Website and registration site (if used)
* BSA Permission form
* Health Form for new members

**6. Define the program and schedule (Lead Time: 4 weeks (at PLC))**

**7. Establish meal plans (Lead Time: 2 weeks minimum)**

**8. Establish tenting plans (Lead Time: 2 weeks minimum)**

**9. Collect Forms and Payments (Lead Time: 2 weeks minimum)**

**10. Finalize travel plans and file a Tour Plan (Lead Time: 1 week).**