



Overview

Dear Event Coordinator:

This is one of a series of Event Notebooks belonging to Cub Scout Pack 546 of Point Loma / Ocean Beach, California.

Event Notebooks are intended as comprehensive guides to planning, prepping, and executing various Pack Events. These notebooks preserve the Pack's "knowledge base" of how these events have been staged in past years and prevent Leaders from having to annually "re-invent the wheel" for each event.

You have received this Event Notebook as the coordinator of the next occurrence of this particular event. Inside you will find step-by-step instructions, pertinent contacts (past and present), tips, event history and more. Please take care of and use this Event Notebook to assist you in staging a successful event.

Once you have staged your event please update this notebook -- notate it, modify it, add to it -- and pass it on to the next coordinator.

Thank you in advance for taking the lead on this event and all of your contributions to Pack 546!

Sincerely,

Pack 546 Leadership Committee



Events

Your event is one of Pack 546's annual events.

<u>When</u>	<u>Event/Venue</u>	<u>Host Den</u>
September	Scout Roundup at Silver Gate Elementary	Webelos I

- The "Scout Roundup" is an annual Pack 546 event that is held in place of the September Pack Meeting.
 - This event is the Pack's primary recruiting event.
 - Primary tasks include distributing recruiting flyers to area elementary schools and coordinating membership sign-ups and fee collections during the event.
-

November	Sponsor Appreciation at Silver Gate Elementary	Wolf
----------	---	------

- The "Sponsor Appreciation" is an annual Pack 546 event that is held during the regular November Pack Meeting.
 - This event is intended to honor and reintroduce the Pack's Sponsor.
-

December	Ocean Beach Parade at Ocean Beach	Webelos I
----------	--------------------------------------	-----------

- The "Ocean Beach Parade" is an annual Pack 546 event that is held in December, but does not supplant the regular Pack Meeting.
- Primary tasks include obtaining a permit from the Ocean Beach Parade Committee, planning a theme and/or float, and organizing the Pack's Dens at the starting point of the parade.

<u>When</u>	<u>Event/Venue</u>	<u>Host Den</u>
-------------	--------------------	-----------------



January Feller's Cake Bake Wolf
 at Silver Gate Elementary

- ❑ The "Feller's Cake Bake" is an annual Pack 546 event that is held in place of the January Pack Meeting.
 - ❑ This event is the Pack's primary fund-raising event.
 - ❑ January is a busy month in our Pack: the winter holidays conclude and we usually have an Anza-Borrego campout. It is therefore important to advertise the "Feller's Cake Bake" consistently and often in the run-up months of November and December.
-

February Blue & Gold Dinner Webelos II
 at Point Loma Community Presbyterian Church

- ❑ The "Blue & Gold Dinner" is an annual Pack 546 event that is held in place of the February Pack Meeting.
 - ❑ This is the Pack's marquee event in which our Webelos II Scouts cross over to become Boy Scouts.
 - ❑ A full buffet dinner and ceremony is presented during this event and requires careful long-range planning, especially with the caterer and the graduating Webelos II Dens.
-

March Pinewood Derby Bear
 at San Diego Yacht Club

- ❑ The "Pinewood Derby" is an annual Pack 546 event that is held in March, but does not supplant the regular Pack Meeting.
- ❑ This is one of the most looked-forward-to events by the Cubs.
- ❑ Tasks include the reservation of food services, setting up the Pinewood Derby track (including timing software), conducting the races, and awarding the winners.

<u>When</u>	<u>Event/Venue</u>	<u>Host Den</u>
-------------	--------------------	-----------------

May	Bike Rodeo	Bear
-----	------------	------



at Silver Gate Elementary

- The “Bike Rodeo” is an annual Pack 546 event that is held in May, but does not supplant the regular Pack Meeting.
 - This event is usually sponsored in conjunction with the San Diego Police Department.
-

May Ft Rosecrans Flag Ceremony Wolf
 at Ft Rosecrans National Cemetery

- The “Ft Rosecrans Flag Ceremony” is an annual Pack 546 event that is held in May, but does not supplant the regular Pack Meeting.
 - This event is held during Memorial Day weekend.
 - Tasks include coordinating car-pooling of various Dens and instructions to Scouts for proper flag placement and procedures at the gravesites.
-

June Bridge Crossing Pack Committee
 at Fiesta Island

- The “Bridge Crossing” is an annual Pack 546 event that is held in June in conjunction with the traditional Fiesta Island Campout.
- This event honors all of our Cubs as they cross over to their next level in Cub Scouts.
- Tasks include booking reservations for the campsite and aquatic activities, planning and setting up the rope bridge, securing new handbooks for all Scouts, and organizing the campout including campfire and aquatics.

Cub Scout Pack 546

San Diego, California, USA

Boy Scouts of America

San Diego - Imperial Council

Mission District

Matt Nilsen, Cubmaster



Event History

Add your name to this list of former event coordinators and venues.

<u>When</u>	<u>Coordinator</u>	<u>Venue</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____