



To Do

Refer to this often during the run-up to the event: keep on top of items that need to be addressed (especially those with longer lead times.)

Event Run-up

Make a list of "to do" items during the run-up to the event. Be sure to list such things as Pack announcements, ribbon/patch/award ordering, and venue bookings.

90 days prior to event...

60 days prior to event...

30 days prior to event...

7 days prior to event...



Materials

List each of the materials required to support the event. All materials (where practical) should be stored in the event box. After the event note any deficits or surpluses for the following year.

| <u>Item</u> | <u>Required</u> | <u>Where Stored</u> |
|----------------|-----------------|---------------------|
| Event Box | 1 | Event Box |
| Event Notebook | 1 | Event Box |
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Item Required Where Stored

Cub Scout Pack 546

San Diego, California, USA

Boy Scouts of America

San Diego - Imperial Council

Mission District

Matt Nilsen, Cubmaster



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Volunteer Positions

List the volunteer positions required for the event. Volunteers are a key component of a successful event. Make a copy of the "Volunteer Sign-Up Sheet" and circulate it among the parents at Pack Meetings in the months prior to the event (see Volunteer Sign-Up Sheet.)

Volunteer Position

Volunteers Required

Event Coordinator

(1) You!



Contacts

List the contacts for this event (past coordinators, vendors, venues.)

Name

Details

| | |
|---|-------------------------|
| <p>phone / email / website:</p> <p>notes:</p> | <hr/> <hr/> <hr/> <hr/> |
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| <u>Name</u> | <u>Details</u> |
|---|-------------------|
| <hr/> <p>phone / email / website:</p> <p>notes:</p> <hr/> | <hr/> <hr/> <hr/> |
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Instructions

List each volunteer area required for this event. On the following pages list detailed instructions for each volunteer area.

Volunteer Area

Volunteers Required

"Setup"

"Cleanup"



“Setup” – instructions

Set up the venue for the event according to the event floor plan (see Event Floor Plan.)

Volunteers:

- _____
- _____
- _____

Materials:

- _____
- _____
- _____
- _____
- _____

Instructions:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Other – instructions (make copies as needed)

Duplicate this page for as many other volunteer areas as are required for the event.

Volunteers:

- _____
- _____
- _____

Materials:

- _____
- _____
- _____
- _____
- _____

Instructions:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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"Cleanup" - instructions

Clean up the venue after the event.

Volunteers:

- _____
- _____
- _____

Materials:

- _____
- _____
- _____
- _____
- _____

Instructions:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____



Forms & Signs

List the forms and signs required for this event.

Forms included:

- Volunteer Sign-Up Sheet
- Event Floor Plan
- _____
- _____
- _____
- _____

Signs included:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

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Volunteer Sign-up Sheet (make copies as needed)

Dear Pack 546 Parent:

Please assist Pack Leaders in making this a successful event for our Cub Scouts by volunteering for one of the positions listed below.

Position

Volunteer Name

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Event Floor Plan (make copies as needed)

Create a floor plan of the event venue. Use this during the planning and setup stages.