



Council/District Event Planning



Prepared. For Life.™



BOY SCOUTS OF AMERICA®



Objectives

- Staff Advisor Responsibilities
- Building Your Team/Manpower Needs
- Timeline & Backdating
- Budgeting
- Customer Service (Beginning-Middle-End)/247scouting
- Quality Control COVID Protocols and Health & Safety
- Final Steps-Close-out/Net Promoter Score/Event Evaluations-Marketing and use of 247scouting after an event



Prepared. For Life.™



BOY SCOUTS OF AMERICA®



Staff Advisor Responsibilities

- Recruit and assist Event Chair
- Oversee all logistics in accordance with YPT, New NCAP Standards in January 2021, and Guide to Safe Scouting.
- Develop and manage budget
- Ensure successful promotion of event
- Serve as key contact and council representative
- Always thank the volunteers!



Prepared. For Life.™



BOY SCOUTS OF AMERICA®



Building Your Team

- Having a great team is critical to success!
- Position Descriptions – for every position
 - Overall Event Chair
 - Program Chair
 - Communication/Marketing Chair
 - COVID Compliance Officer
 - Administration Chair
 - Logistics Chair





District Event Org Chart

Overall Chairman

Program

- Largest Committee
- Each Activity needs a chair
- Each activity should have 2-6 staff

Communication/ Marketing

- Promote
- @Roundtable
- @Commissioner Meeting
- @ Social Media Outlets
- By (e)mail, phone and F2F Local Media

Administration

- Online Registration System Setup
- Registration
- Check in
- Campsite assignment
- Trading Post/Snack Bar

Logistics

- Food Service
- COVID Compliance Officer
- Medical Services
- Sanitation
- Parking





Program Purpose & Administration

- Theme
- Incentives
- Marketing
- Equipment Check List
- 247/Scouting event management



Prepared. For Life.™



BOY SCOUTS OF AMERICA®



Building the Timeline

- Detailed timelines are a must!
- Event Purpose and Goals
- Use the Backdating Schedule
- Schedule planning meetings & Zoom
- Staff training
- Don't Forget the Rangers



Prepared. For Life.™



BOY SCOUTS OF AMERICA®



Budget

- Budgets are approved in (August) of the prior year.
- The approved budget for your event will be your spending guide when planning the event.
- Know the Purchase Order process and Facility costs. Council Camps or outside facilities
- Tax-exemption forms
- Volunteer involvement/Own the Budget
- Does the council have an account?
- Be aware of all spending

Prepared. For Life.™



BOY SCOUTS OF AMERICA®



Assessing the Risks

Planning

- | | |
|--|--|
| 1. Has the event organizer contacted the event venue and met with venue owners in advance? | 7. Has communication been sent to event attendees outlining event logistics and safety requirements well in advance? |
| 2. Have the venue owners conveyed their requirements for the BSA to follow at the event? | 8. Have trained or certified individuals been recruited to run program areas? |
| 3. Will the event organizer or a designee be at the event? Has contact information been conveyed to the venue and vice versa? | 9. Have the health and safety officer and event organizer walked the site prior to the event? |
| 4. Has an event map been created that shows structures, important areas, and equipment (e.g., port-a-cans, tents, first-aid stations)? | 10. Has a safety team been established to help plan and attend the event? |
| 5. Has the health and safety officer reviewed and accepted the event plan and safety checklist? | 11. Does the event team have a means to communicate at the event (e.g., cellphone list, radios)? |
| 6. Has the <i>Guide to Safe Scouting</i> been reviewed for any applicable requirements for the event? | 12. Is a command center needed for the event? |

Prepared. For Life.™





Assessing the Risks

Security/Traffic/Parking

1. Have plans been discussed and established for possible security incidents (e.g., armed intruder, missing Scout, etc.)?
2. Are check-in and check-out procedures needed for Scouts?
3. Are security guards needed?
4. Are uniformed police officers needed (may be required for traffic control in public streets or events with cash)?
5. Have parking areas and road closures been established and communicated?
6. Have rules been established to limit or eliminate vehicles in activity or camping areas?

Safety

1. Will a safety discussion for attendees be conducted before the event (e.g., emergency evacuations, rally points, first-aid stations, etc.)?
2. Have slip, trip, and fall hazards been identified and mitigations established?
3. Has personal protective equipment (PPE) or proper attire been evaluated and communicated (e.g., safety vest, gloves, etc.)?
4. Have grassy areas been treated for pests, including ants?
5. Do certain areas need to be barricaded off?
6. Have high-risk areas undergone a program hazard analysis (e.g., shooting sports, climbing/COPE)?





Assessing the Risks

Fire

1. Are fire extinguisher(s) present and in working order (should be field verified)?
2. Has an emergency muster location been established and communicated? Where?
3. Will any program areas generate heat or sparks (e.g., metal working, welding)? Have protective measures been identified?
4. Will there be open-flame heating sources (e.g., fires, Sterno, etc.) at the event? Have protective measures been identified?
5. Will there be propane at the event for any reason? (Note that some cities require a permit for use.)

Severe Weather

1. Has an internal emergency muster location (shelter-in-place) been established and placed on the event map?
2. Has it been communicated that the event may be called off due to inclement weather?
3. Have protocols been established on how to handle likely severe weather scenarios (e.g., lightning, rain, snow, etc.)?





Health and Safety

Hygiene and Sanitation

1. Will portable toilets be needed (~1 per every 300 people)?
2. Are handwashing facilities needed?
3. Will janitorial staff be needed for the event?
4. Has a trash disposal plan been established?

Medical

1. Will water be readily available for all participants?
2. Does the event health and safety officer have current CPR and first-aid certification (e.g., American Red Cross)?
3. Is a first-aid kit present and adequately stocked (should be field verified)?
4. Is an AED present and in working order (should be field verified)?
5. Is a medical lodge or EMT needed?
6. Has the closest emergency room or hospital been identified and informed about the event?





Planning for the Basics

Food

1. Will outside catering be utilized? If so:
 - a. Is the company licensed by the city/county?
 - b. Is the company aware of and will it agree to follow all applicable city, state, and federal regulations?
2. Will outside food serving lines be covered by a canopy or tent?
3. Is food covered when not being served?
4. Will food servers wear appropriate attire and gloves?
5. Is serving equipment in good repair?
6. Will cold food be kept < 40 degrees F?
7. Will hot food be kept > 140 degrees F?

Utilities/Equipment

1. Have utilities needed for the event (power, water, etc.) been identified, discussed, and communicated to the venue owner?
2. Can the event location handle all electrical loads of equipment (most breakers can handle 20 amps)?
3. Will tents larger than 1,000 square feet be needed? (If yes, a permit from the city may be needed.)
4. Has equipment requiring 15 amps or more been identified and placed on event map?
5. Will compressed gases be needed at the event (e.g., helium, propane)? (Must be approved by the venue.)
6. Are compressed gases stored properly and positioned away from participants?

Prepared. For Life.™





Other Considerations

Setup/Teardown

1. Has adequate time been set aside for event setup and teardown?
2. Are proper safety equipment and tools available (e.g., ladders, barricade tape)?
3. Will a safety talk prior to setup and teardown be conducted?
4. Are tools and equipment in good condition?
5. Will storage locations be needed and identified prior to the event?

Technology

1. What are the electrical needs?
2. Will there be presentations? Are projectors and cords needed?
3. Are there any other technology needs? Microphones? Speakers?
4. Does the location have adequate cell phone coverage?





Final Steps

- After-action Meeting
- Thank you notes to staff
- Closing out the budget
- Attendance Summary Report
- Survey/Evaluations/Net Promoter Score

