



Event Planning Form

Northern Lights Council

Name of Events:

Date of Event:

Date Prepared:	
Prepared by:	

1. Purpose

This document is to follow the life cycle of an event,

This document identifies who is accountable for the event and completing this form is not a form of approval. Complete a form for all events and forward to the DCC Events:

Plan	Planning, advertising, budgeting (complete form sent to DCC Events)
Do	Executing
Review	Lessons Learned - - Plan for next time? Final Budget Final budget and list of lessons learned to be sent to DCC Events

Event Planning

All Events planned are open to all groups registered with Scouts Canada; there may be limits of registration based on size of camp being used.

1.1. Summary of Event

Name of Event	
Event Date	
Event Location	

Provide a short description of the event – this will be used to post to the NLC Calendar

Who is the event geared for
What Type of Camp – indoors/outdoors, theme, fun event, skills event, challenge camp etc
Where - location of the event – if not at a Scouts Canada property, provide some details about the location.
When – Date of event
What – details about camp fees, where to find forms, deadlines for registration, how to get involved such as planning meetings.

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1.2. Area Support Manager

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1.3. Event Contact

If a Rover Crew or Venture Company – indicate main contact

Contact Details	
Name	
Role in Organization	
Group	
Email	
Telephone #	

1.4. Event Team

Name	Role on Event Team	Contact Information

1.5. Frequency

What is the frequency of this event

Frequency	Yes/No	Comments
One Time		
Annual		
Other		

1.6. Size

Estimated # of Adults	
Estimated # of Youth	
Estimated Offer of Service	

2. Financials

Budget: - you may use this budget or provide a more details summary attached to this form.

Revenue		Detail Cost	Estimated #	Total
	Fees – youth			
	Fees –Leaders			
	Fees - OOS			
	Donations			
Total				
Expenses				
	Equipment			
	Camp Rental fees			
	Badges			
	Other			
	Food			
Total				
Net				

2.1. Bank Account

Which Bank Account are you using to manage finances

Account	Yes/No	Details
Separate Bank Account		
Group Bank Account		Which Group ?
Scouts Canada		

3. Execution

Is there a go no go decision? (example - weather, lack of registrations, facility issue)

Are there details about this camp you have not already provided ?

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4. Post Event (Review)

Event	Yes/No
Financial Summary – provided to DCC Events	
Thank You	Do you need to submit 'Thank You' to those who helped at the event?
Will the Event Occur again?	

4.1. Actual Number of Attendees

# of Adults	
# of Youth	
Offer of Service	

4.2. Financial Summary

	Yes/No
Did your event break even? (funds left in bank less than \$100)	
If the camp had a loss how are able to recover costs?	
If you have a profit of more than \$100 what are your intentions for the funds	i.e. Use for next year, Subsidize another event

4.3. Lessons Learned

Below are just some topics you may have lessons about, feel free to add additional topics.

Lessons Learned Topics	List items
What worked well	
What could be improved upon	
Improvement to <Activity Name>	
Advertising	
Budget of Event	
Overall	
Youth participation	
Camp Information Package	
Food Service – if applicable	
Offer of Service	

4.4. Suggestions for next time (assuming there is a next time)

Theme	
Activities	
Other	

5. Appendix

All events need to have a Risk Management Plan for the event.

Items to include in your risk plan as appropriate:

- **Camp Chief** and contact information
- **Nearest Medical Facility:** What is the location of nearest medical facility and the route there from the event location.
- **Event HQ:** Location
- **First Aid Station:** Location or person assigned as Event lead first aider
- **First Aiders:** List of qualified first aiders or will Med Vents be used
- **First Aid Kits:** Distribution and location of first aid kits.
- **Emergency Signals:** In the event of an emergency, anyone can:
 - Danger signal(s):
 - All clear signal:
- **Out of Bounds Areas:** List any areas that are out-of-bounds.
- **Communications during the Event:** What is the primary and alternate means of communications e.g. radio, cell phone, whistle signals, runners, etc.
- **Event Safety Plan:**
 - Items for consideration may include:
 - Lost youth member
 - Fire – localized
 - Major
 - Weather emergency
- **Emergency Medical Evacuation:** How will injured be transported to nearest medical facility.
- **Emergency Muster Points:** In the event of an event site evacuation describe the primary and alternate muster point and action to be taken at that point.
- **Camp Safety:**
 - Safe Drinking Water
 - Appropriate hygiene
 - Co-ed considerations
 - Training – identify if any special training required for the camp
- **Risk Management Plan:** The Plan must be available at camp and published with camp information to all leaders (adult and youth) to be aware of the risks associated with the event.