

Event Coordination Worksheet

This worksheet MUST be completed in detail, and briefed to the Committee at the Committee Meeting PRECEDING the event. Use the reverse side to record details of the actual event for next time.

Event: _____ **Date:** _____

Setup Time: _____ **Start Time:** _____ **End Time:** _____

Location: _____

Is there record of this event from last year to provide guidelines/suggestions for this year? **Y/N**

Materials/Equipment Needed: _____

People Needed to Work (give Duties / Name of people assigned to it):

Set up: _____ Clean up: _____

Food Booth: _____ Shopping: _____

Check-in Crew: _____ Pit Crew: _____

Race Official: _____ Referees: _____

Judges: _____

Other: _____

Detailed Flow of Events (Use separate piece of paper. Be specific.): _____

Email:

Entered in Scout Track calendar with reminders?

Email to parents 30 days prior?

Email to parents 2 weeks prior?

Email to parents 1 week prior?

Email to parents 1 day prior?

Coordinated with Pack Committee 30 days prior

Committee Chairman

Cubmaster

Events Chair

Treasurer

Public Affairs

Other: _____

Committee Chairman Signature: _____ Date: _____

