

A Step by Step Guide to Organising an Event

When you are assigned an event you need to follow these steps right away to ensure its success. Everything except steps 6 and 7 should be done within two weeks of being assigned the event.

Step 1: Put together information on the basic facts

- What is the event?
- Where will it be held (if it will be held at the hall skip Step 2)?
- What do people need to do?
- If you have a problem and want advice contact the leader assigned to assist you.

Step 2: Prepare an A1

- If you are not familiar with A1s check out the link **Information about the A1** on our website.
- Go to the link **A1 Template** and fill out an A1. Save a copy.

Step 3: Publicise your event to the Unit.

- Email the A1 and details of the event to the Venturer Website.
- Go into the Unit Group on FB and create a new event. Invite all members of our Unit FB Group.
- Send invitations or correspondence to others who need to know (eg: Scouts / Other Venturers)

Step 4: Sort out the details.

- Download a copy of the Event Plan Template from the our website. Fill it out by breaking down your event into little chunks of time. Set out what you want to happen in each chunk. To get an idea check out the **Sample Event Program** on our website.
- Organise Resources: Where are all your resources / people going to come from?
- Recruit people : Ask people to do things if you need to. Remember its your event.
- Save a copy of your plan and keep it with your A1 (if you have one)

Step 5: Email a copy of your plan to

- The VSL
- The Program Coordinator and
- The Leader assigned to your event.

Step 6: On the day

- Just before the event get out your A1 and event plan and:
 - Make sure everyone who has agreed to help you is doing their part.
 - Organise the resources you need
 - Come to the meeting prepared to take charge of the event and follow each step on your plan.

Step 7: When its all over

- Make sure the gear is all put away and anyone who helped you has been thanked.
- Make sure everyone is safe and when the event is finished:
 - If you are have been away from the hall alert the appropriate authorities and the VSL that everyone is safe.