

200# LODGE *name of event*
Host Chapter: *name of host chapter*

EVENT ORGANIZATION		
Areas of Responsibility	YOUTH	ADULT
Budget Youth Adult	Determine what the budget for the event is: does it have to be self-supporting, are parts of it paid for, who makes the decisions, etc. This information may be available from the Key 3, the Vice Chief of Communications, and/or be published. Make sure people who need to know what they may spend are aware: for example, the kitchen staff.	Check with Youth Chairman to see if any help is needed and to make sure the budget is known and used.
Publicity Youth Adult	Put together a flyer for event. This may be a joint flyer for several events such as the 3 / 4 flyer for the fall events and begin distribution and announcements at least two LECs before the event – more if practical. Submit form to newsletter by publication deadline at least two months before event. (this flyer should contain a registration form)	Check with Youth Chairman to see if any help is needed and to confirm flyers are being produced, distributed and the event publicized in a timely manner.
Registration Youth Adult	Forms: put together a registration form for the event to be distributed through the LEC to chapters and the newsletter. May be part of 3 / 4 flyer but should also have a separate registration form for Arrowmen who are not using the 3 / 4 program. Registration at the event: make sure the following are available at the event: registration forms at the event, cash box with change, accounting of pre-registrations (names and pay status). Verify preparation before event.	Check with Youth Chairman to see if any help is needed and to confirm that all registration materials are available, that cash box has been arranged, and that pre-registrations have been accounted for.
Schedule & Program Youth Adult	Vice Chief and/or Chairman (depending on the event) set the program and schedule (see <i>Schedule Planning Template</i> for scheduling assistance). Publish schedule as soon as possible and have copies available at registration. Arrange for any presenters, trainers, etc. needed and reconfirm with them at least once before the event. Arrange for team for flag raising and lowering – this may be done in advance or at the event.	Check with Youth Chairman to see if any help is needed and program and schedule have been arranged.
Kitchen Youth Adult	Recruit chairman to set up kitchen staff, determine menus, buy supplies and food, and recruit cooks and other kitchen help for meals. Remind them that they are cooking primarily for hungry young men, and unless scant food is required, meal planning should take this into account. Chairman should also try to recruit Arrowmen to lead grace before all meals. This may be done at the event, but can also be done in advance. Verify preparation before event.	Check with Youth Chairman to see if any help is needed and confirm that kitchen crew has been recruited and will be prepared.
First Aid Officer	Recruit at least one certified First Aid Officer to be present and visible during the event. Verify preparation before event.	Check with Youth Chairman to see if at least one First Aid Officer has been arranged and confirmed.
Trading Post Youth Adult	Trading Post Chairman coordinates with Trading Post Advisor to stock, set up, run, and tally the sales of the Trading Post with the help of the Lodge Secretary. Verify preparation before event.	Check with Youth Chairman to see if any help is needed and coordination has occurred between Trading Post Advisor, Secretary, and Chairman.
Service* Youth Adult	Recruit a Service Chairman to plan, coordinate, and monitor service project(s) for the event. Chairman should contact camp ranger at least one month before event so that plans can be made known to the LEC and announcements and recruitment of Arrowmen may be started before the event. Verify preparation before event.	Check with Youth Chairman to see if any help is needed and confirm arrangements have been made.

200# LODGE *name of event*
Host Chapter: *name of host chapter*

Ceremonial* Youth Adult	Recruit Ceremonial Chairman for the event to recruit ceremonialists, if needed, or verify that scheduled ceremonialists are able to attend and that they arrive at the event. Arrange for any needed supplies in consultation with ceremonialists and arrange for set up and clean up any ceremonial area(s). Verify preparation before event.	Check with Youth Chairman to see if any help is needed and ceremonialists have been arranged and supplies, setup, and clean up have been arranged.
Set up/Clean up Youth Adult	Recruit Chairman to be in charge of putting together a team or a plan for set up and clean up of the event area/camp. Verify preparation before event.	Check with Youth Chairman to see if any help is needed with scheduling set up or clean up.
Scouts' Own Youth Adult	Recruit "Scouts' Own" Coordinator to plan and carry out a "Scouts' Own" chapel service, to make sure participants are ready, and have necessary materials. Verify preparation before event.	Check with Youth Chairman to see if any help is needed in coordinating participants or producing materials.

* - These areas may not always be needed depending on the event