# Event Planner

## Details

1. *Who*
2. Age range: \_\_\_\_\_\_\_\_\_\_\_\_\_
3. Specific field of work or study (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_
4. Background in Scouting (OA, camp staff, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_
5. “Room workers” similar to target demographic
6. *What*
7. Goal (networking, recruiting, etc.): \_\_\_\_\_\_\_\_\_\_\_\_\_
8. Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_
9. Food: \_\_\_\_\_\_\_\_\_\_\_\_\_
10. *When*
11. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_
12. Time: \_\_\_\_\_\_\_\_\_\_\_\_\_
13. *Where*
14. Location: \_\_\_\_\_\_\_\_\_\_\_\_\_
15. Distance from target audience (less than 40 miles away on average)

## Backdater

|  |  |
| --- | --- |
| 6 Months | * Choose audience * Plan general logistics of event * Send initial invitations * Recruit “room-workers” * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 3 Months | * Finalize logistics * Send secondary invitations (mail, phone, e-mail) * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1 Month | * Send reminders * Print event materials * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 Weeks | * Get final numbers * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1 Week | * Finalize everything * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Details from backdater:

Emphasize upon what must be done. For example: advertising plan/scheme, guest communications, and other logistics.