



# Ordeal Planning Backdater

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*Providing Resources to Support Units, Chapters, and Lodges*

Those who have run an Order of the Arrow event know that, in the complexity of planning and execution, invariably some things may be overlooked. Many successful event planners know the benefit of a detailed backdater. These resources plot out all tasks which must be completed and the date by which they must be completed. Next time you are planning an Ordeal, simplify things by using a backdater. Attached to this resource is one lodge's Ordeal backdater. Modify it for your own purposes, or create your own. Your next Ordeal might just go even smoother than the last one!

*The above resource is provided by the Unit, Chapter, and Lodge Support Subcommittee. Lodges around the country have used this resource successfully in the past. To submit your best practice, send an email to [ChapterResources@oa-bsa.org](mailto:ChapterResources@oa-bsa.org).*

## Ordeal Planning Checklist

Days Before Event	Date Due	Responsible Arrowman	Status	Item
-360	_____	_____	_____	Develop budget for the year
-360	_____	_____	_____	Recruit and train Ordeal staff
-360	_____	_____	_____	Recruit and train Ceremonies Team
-240	_____	_____	_____	Recruit elangomats
-240	_____	_____	_____	Conduct Ceremonies practice
-180	_____	_____	_____	Set date and location for Ordeal
-100	_____	_____	_____	Announce date and location for Ordeal
-180	_____	_____	_____	Schedule date and location for elangomat training
-180	_____	_____	_____	Hold Ceremonies practice
-100	_____	_____	_____	Review the evaluations of prior Ordeals
-90	_____	_____	_____	Develop master schedule
-90	_____	_____	_____	Develop menus for members and candidates
-90	_____	_____	_____	Develop alternative plans for unexpected events
-90	_____	_____	_____	Develop inclement weather plan
-90	_____	_____	_____	Develop fire safety plan
-90	_____	_____	_____	Recruit Medical Staff for the event
-90	_____	_____	_____	Determine the curriculum for New Member Orientation
-90	_____	_____	_____	Conduct Ceremonies practice
-90	_____	_____	_____	Publicize date and location for Ordeal and provide registration information
-75	_____	_____	_____	Consult with the Camp Ranger and/or Key 3 to develop a list of work projects
-75	_____	_____	_____	Determine which work projects will be done by Ordeal candidates
-75	_____	_____	_____	Develop list of inclement weather work projects
-75	_____	_____	_____	Check with the Treasurer to determine the number of sashes, OA Handbooks, membership cards, and OA flaps in stock
-60	_____	_____	_____	Send letter inviting elangomats to elangomat training
-60	_____	_____	_____	Order the required number of sashes, OA Handbooks, membership cards, and OA flaps
-60	_____	_____	_____	Publicize date and location for Ordeal and provide registration information
-45	_____	_____	_____	Send notification letters to Ordeal candidates
-45	_____	_____	_____	Contact all OA Troop/Team Representatives
-35	_____	_____	_____	Make copies of Elangomat Work Sheet
-30	_____	_____	_____	Publicize date and location for Ordeal and provide registration information
-30	_____	_____	_____	Conduct elangomat training
-30	_____	_____	_____	Obtain tools and materials for work projects
-15	_____	_____	_____	Publicize date and location for Ordeal and provide registration information
-7	_____	_____	_____	Determine the number of members and Ordeal candidates registered for the event
-7	_____	_____	_____	Arrange for/purchase food for members and Ordeal candidates

-7				Conduct Ceremonies practice
-5				Print and fold <i>Spirit of the Arrow</i> booklets
-1				Bring list of pre-registered members and Ordeal candidates who plan to attend
-1				Assign Ordeal candidates to elangomats by clan
-1				Distribute clan contact information to elangomat
				Inquire with Medical Staff for any relevant information about candidates that the elangomats may need to know (medical conditions, etc) and communicate this to elangomats
-1				Visually inspect the site where candidates are to spend their night alone
-1				Visually inspect and prepare the pre-Ordeal site
-1				Build fire lay
-1				Bring ceremony costumes
-1				Bring bow with extra bow strings
-1				Bring arrows and quiver
-1				Bring ceremony props
-1				Conduct pre-Ordeal ceremony
				Assist the elangomats in placing the candidates for the night alone
-1				Distribute tools and materials to work sites
0				Supervise the completion of Ordeal projects
0				Deliver water and food to clans
0				Build Ordeal fire in ceremony ring
0				Bring ceremony costumes
0				Bring candles and candle stands
0				Bring torches, fire pots, fuel, and matches
0				Bring ceremony props
0				Bring rope with loops
				Bring sashes, OA Handbooks, membership cards, OA flaps, <i>Spirit of the Arrow</i> booklets, and lodge supplies
0				Conduct Ordeal ceremony
0				Extinguish Ordeal fire and return supplies
1				Conduct New Member Orientation
1				Distribute OA Handbooks, membership cards, and OA flaps