girl scouts of northern california

Service Unit #/Area_____

SO YOU'RE PLANNING AN EVENT
FORM CHECKLIST

Deciding on the purpose and goal of your event is essential if you are to be successful. Below is a checklist of REQUIRED forms that will help you have fun and successful event. Completing the **Event Manager** Council course is REQUIRED for everyone who is responsible for the planning and implementation of the event and for the well-being of the participants. Please review the Event Manager learning modules on the web site is http://training.girlscoutsnorcal.org for more information.

We are here to help; contact your Service Unit Program Support Manager (PSM), _____ at (email)_____(phone)_____with any questions. The Event Planning Timeline & Checklist is also a recommended resource to help ensure your event's success!

4 – 6 Months* BEFORE the Event – MUST be turned in to SU Program Support Manager
☐ Event Notification Form (online submission is due to Council at least 2 weeks in advance- use Authorization Code "scout")
☐ Event Budget Worksheet
☐ Event Financial Report Form

2 – 4 Months* BEFORE the Event – MUST be turned in to SU Program Support Manager
☐ Event Money Earning Application (Money earning applications must go through the Council and accepted by the VDM)
☐ Event Flyer Checklist – approved by SU Program Support Manager (part of the Event Manager online learning modules)
☐ Event Registration Checklist (part of the Event Manager online learning modules)

AFTER the Event – MUST be turned in to SU Program Support Manager
☐ Completed Event Financial Report Form
☐ Completed Event Notification Form
☐ Completed Money Earning Evaluation Form – no longer required by Council

Depending on your type of event, some additional forms may be required. Please double check with your Program Support Manager.

DO YOU NEED?
☐ Contract signed by Council Staff
ALL Contracts must be signed by Council Staff and are not allowed to be signed by Troop Leader
☐ Certificate of Insurance Request Form (online)
☐ Trip or High-Adventure Approval Form
☐ Minor Photo Release/Adult Photo Release
☐ PCI Compliance
☐ SU Property Reservation Request
☐ **Do you need Spanish translated documents? ¿Necesita documentos traducidos españoles?**

*Please note that much of this timeline is suggested for best practices – some Service Units may require less time. Confirm timeline with your PSM.