

Handout 1 – Event Planner Template

Planning a residential experience. What do we need to know before we start?	Ensuring effective administration. What do we need to do?	Preparing a programme of activities. What do we need to know and do?	Selecting a programme of activities. What do we need to know and do?	Choosing, organising and maintaining equipment. What might we need to know or be able to do?	Ensuring the health, happiness and safety of self and others. What do we need to do to ensure the experience goes well?	Arranging good catering. What we must plan and do during the experience.	Making the best of the venue. What can you do?
We have decided when and why we are having a residential experience.	We have to send/collect information to/from parents about the experience.	We have planned a programme for the experience.	Appropriate personal inquiries have been made for adults attending the Residential Experience.	We have an equipment list.	We have completed the relevant risk assessments.	We have prepared a menu that takes into account the programme, the facilities, the weather conditions and dietary requirements.	The venue we have chosen has facilities that are appropriate for the young people on the experience.
We have decided on a timetable for planning the experience.	We need to produce an appropriate 'kit list' for the young people, so they know what they need to bring on the experience.	We have visited the venue and know what facilities are available to us for the experience.	We have identified what skills and roles we need from our Adult Team running the experience.	All equipment has been checked and is in good order prior to the experience and we understand why this is important for safety and efficiency.	We have a first aider and appropriate first aid equipment.	We know how to maintain hygiene standards when handling, preparing and storing food.	We know where to go to get information about local facilities.
We know what transport is available to get us to our venue with the associated benefits and problems.	We have to notify the right people about the Residential Experience.	We have the resources we need, human, material and financial to run the programme we have planned for the experience.	We know how many Adults we need for the experience.	We know how to erect and maintain the appropriate tents, if these are to be used.	We now what emergency procedures are in place at the venue and the procedure for reporting accidents	We know how to make sure the water supply is safe for human consumption.	We know the rules and regulations of the venue.
We know about the possible venues and have visited them before booking.	We have the correct permits in place for a running the experience.	We have alternative plans for the programme in case of adverse weather.	We have allocated roles based on skills and experience to the Adult Team.	We know how to use different kinds of stoves, and how to prepare and light fires safely and understand the risks involved with each.	We know the dangers of Carbon Monoxide poisoning and how to prevent it.	We know how to work out how much foods we will require.	We have included facilities available at the venue in our programme planning.
We know the ratios of adults to young people required for each section.	We have created a budget, calculated costs and individual fees.	We know the Scout Associations safety rules and guidance for any activities we may undertake during the experience.	We have fully briefed the Adult Team before the experience, and have planned in time to have staff meetings during the experience.	We know how to use different kinds of lamps safely and understand the risks involved with each.	We understand the need to maintain personal hygiene and have planned for the needs of privacy for young people.	We know how to dispose of waste safely.	We have planned the appropriate layout of venue, taking into account rooms available, local geography (if outside) and onsite amenities.
We know what rules and regulations there are when running a Residential Experience.	We have set up an appropriate InTouch system for the experience	The programme we have planned is balanced, and varied, with the appropriate time given to games, reflection and ceremonies	We have planned for any training our Adult Team might require.	We know how to create different camp gadgets and have ensured we have the resources available to us for the experience.	We know how to deal with issues like homesickness and bedwetting.	We know how to safely cook over an open fire.	We will leave the venue in an acceptable condition.