



Everglades Service Unit Ultimate Event Planning Guide

Thank you for considering running an Everglades Service Unit event!
Below is a checklist of guidelines to follow when planning your event.

◆ Decided on an event, theme and date

◆ Clear the event date with the Service Unit calendar

Contact Laura @ laurawelser@live.com to make sure there are no conflicts with the calendar

◆ Create an event flyer ideally 3 months in advance to promote the event

Flyers should include:

- ▶ Event name ▶ Date and time ▶ Location and address ▶ Cost
- ▶ Contact person's name, phone #, email & mailing address for payments (if applicable)
- ▶ Anything the girls will receive for attending (patches, badges, etc.) and anything they will need to bring or wear

◆ Have flyer approved by Laura, Laurawelser@live.com

◆ Deliver flyers to three SU Meeting's prior to event

- * Bring in advance so they are in place before the meeting starts
- * There are approximately 25 troops in our Service Unit, please bring enough flyers

◆ Email electronic version for Website and Facebook

Email event flyer to Jrod107@gmail.com and Mamagutz5@gmail.com for uploading to the website and Facebook

◆ Attend each SU Meeting prior to event to promote it

- * Send a troop representative to answer questions and accept registrations and payment.
- * This is a priority and an important part of running an event! Bring girls from your troop to help create excitement.

◆ Provide frequent updates and reminders about the event

Promote your event and provide necessary details by sending information to the Program Consultant or SUVM for email updates. Add routine posts to our Facebook page. Communicate with attendees prior to the event and remember to thank them after the event and ask for feedback.

Benefits of Service Unit Events: ◆ They are fun ways to show girls they belong to a big sisterhood.

◆ They inspire girls to continue growing through Girl Scouts. ◆ They create stronger connections with Girl Scout families. ◆ They provide a great opportunity to include Girl Scouts in planning and hosting events. This gives them the opportunity to be leaders and role models.

Involve your Girl Scouts in Organizing the Event: ◆ Ask for the girl's opinion in choosing the type or theme of event. ◆ Girls can communicate about the event by creating flyers, distributing them, and answering any questions about the event. ◆ Girls can shop for event materials with the money budgeted. ◆ They also can help set-up of the event, during the event they can run the stations and then help with the cleanup.