

Council and District Program and Event

Planning and Close Out Checklist

Event Name: _____ Event Location: _____ Event Date: _____

Event Approval

To be completed no less than 180 days prior to event.

All programs and events must receive Scout Executive approval prior to registration opening. To receive approval, the following approval packet must be completed and submitted:

- _____ NCAP Local Council Authorization and Assessment Declaration Form Part A (Cover Page)
- _____ Event Budget (Must have prior approval of staff leader and signature of Activities/Event Chair)
- _____ Event Marketing and Promotion Plan
- _____ NCAP Site Appraisal Form (Required for non-council-controlled locations)
- _____ 247 Camp Facility Request Form (Required for events at council-controlled locations. A copy must also be forwarded to the LHC Camping Department after approval).

Event Registration Set Up

To be completed no less than 120 days prior to event.

Following event approval, event registration may be set up through 247scouting.com. To set up your event registration, the following must be completed and submitted:

- _____ 247 Event Set Up Form (Submit to appropriate Support Staff member)
- _____ Facebook/Social Media Event Set up

Event Close Out

To be completed no more than 72 hours of any incident:

- _____ Submit all necessary Incident/Near Miss Reports and supporting documentation.

To be completed no more than 30 days following event. The following close out packet must be completed and submitted to be kept on file.

- _____ NCAP Local Council Authorization and Assessment Declaration Form Part B (Cover Page)
- _____ Standards at a Glance with assessment notes and corrective action plan for any deviations/non-compliance
- _____ Closed Event Budget
- _____ Completed Event First Aid Log for Council/District Activities or Events
- _____ Completed 247 Event Close Out and Reconciliation
- _____ Results of post event satisfaction surveys
- _____ Collect and submit event photos/videos to Marketing Department