

## Planning An Event

When?	Task.	Who by?	
Sept year -1	Decide where & when to go.	All	
Sept year -1	Are Leaders/helpers available on this date?		
Sept year -1	Choose Event Leader [EL - person who is to co-ordinate the event] & small sub-committee [s-c].		
-6 to 10 months	Visit site.	S-C	
-6 months	Book site/hostel.	EL	
-6 months	Book transport.	EL	
-6 months	Explanatory letters & booking forms to parents. Ask for [non-returnable] deposit.	ES	
-4 months	Plan outline of event.	S-C	
-4 months	Equipment booking sheet to quartermaster.	ES	
-3 months	Detailed programme of event.	S-C	
-3 months	Delegate tasks to others.	EL	
-6 weeks	Meeting for parents.	ES	
-6 weeks	Meeting for all adults attending event.	All	
-4 weeks	Form NAN [Nights Away Notification] to DC.	EL	
-3 weeks	Final details to parents.	EL	
-2 weeks	Balance paid by parents.	ET	
-2 weeks	Health forms to parents.	ES	
-1 or on the day	Buy/order food.	S-C	
-1 or on the day	Buy/order substitute food!	S-C	
on the day	Collect health forms.	E-S	
on the day	Set off.	All	
on the day	Return for forgotten items.	All	
on the day	Set off.	All	

EL – Event Leader  
 ET – Event Treasurer  
 ES – Event Secretary  
 s-c – sub-committee