

**PLANNING A SK PROVINCIAL EVENT?**

**Before planning an event – Questions to ask:**

* How will this engage our members (specifically girls)?
* How does this focus on improving the girl’s experience?
* How will this WOW the girl?
* How will this focus on making it easier?

**To be completed BEFORE in-depth planning begins – min three months before the event, ideally by September Council Meeting for anything in the following calendar year.**

Please send this completed form to sk-info@girlguides.ca and copy your Adviser/Coordinator

Coordinators: Girl Engagement: sk-girl-engagement@girlguides.ca (Camping, International, Program)

Member Services: sk-memberservices@girlguides.ca (Membership, PR, Training)

|  |  |
| --- | --- |
| **Responsible Guider** |  |
| **Email**  |  |
| **Team Leads** |  |
| **Preliminary Event Name** |  |
| **Preliminary Location** |  |
| **Proposed Date** |  | **Proposed Registration Deadline** |  |
| **Target Audience** | 🞏Sparks 🞏Embers 🞏Guides 🞏Pathfinders🞏Rangers 🞏Guiders 🞏Outside Guiding |
| **Target number of participants** | Girls:\_\_\_\_\_\_\_\_\_\_ Guiders:\_\_\_\_\_\_\_\_\_\_\_ Non-Members:\_\_\_\_\_\_\_\_\_\_Minimum Registrants required\_\_\_\_\_\_\_ Maximum Registrants required\_\_\_\_\_\_ |
| **Description of the event (will be used for advertising purposes)** |  |
| **Approximate cost to participants** | Girls:\_\_\_\_\_\_\_\_\_\_ Guiders:\_\_\_\_\_\_\_\_\_ Non-Members:\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Is there a provincial budget for this event**  | 🞏Yes 🞏No 🞏Unknown🞏Revenue generating 🞏Cost recovery🞏Request event to be subsidized |
| **Special Instructions** | Example) For New Guiders and/or Experienced Guiders |

**Budget to Actuals**

|  |
| --- |
| **Revenue** |
| **Attendees** | **Proposed Fee** **per person** | **Proposed Fees Collected** | **Actual Fees Collected** |
| # of Girls |  |  | $  |
| # of Guiders |  |  | $  |
| # of Non-Members |  |  | $  |
| Other: |  |  | $  |
|  |  |  |  |
| **Total Revenue** | $  | $  |

|  |
| --- |
| **Expenses** |
|  | Proposed Expenses | Actual Expenses |
| Venue |  |  |
|  Cost per participant | $  | $  |
|  OR Honorarium | $  | $  |
|  OR Flat price | $  | $  |
| Transportation |  |  |
|  Per Participant | $  | $  |
|  OR Flat price | $  | $  |
| Program materials |  |  |
|  Per Participant | $  | $  |
|  OR Flat price | $  | $  |
| Food |  |  |
|  Per Participant | $  | $  |
|  OR Flat price | $  | $  |
| Other | $  | $  |
|  |  |  |
|  |  |  |
| **Total Expenses** | **$**  | **$**  |

|  |  |
| --- | --- |
| **Subsidy Requested** | **$** |
| **Anticipated Revenue Generated** | **$** |

**Please send this form to** **sk-info@girlguides.ca**

**and copy your Adviser/Coordinator**

**Event Summary – To be completed AFTER the event occurs**

* Submit Reflective Evaluation online form
	+ Link: <https://forms.gle/RrjYuLcdq9FR5nsK7>
* Submit Expense claims for the event.
	+ Send to sk-info@girlguides.ca for reimbursement. Provincial expense claim available on the SK website or contact the office.
* Submit Updated *Budget to Actuals* worksheet.
	+ Please submit within one month after the event
* Submit any evaluation forms completed by the participants
* Photo(s) and write up of the event submitted to sk-info@girlguides.ca and copy your Adviser/Coordinator.
	+ Include Event name; location, date, final number of girls (by branch if , Guiders and non-members in attendance.
	+ Please submit within one month after the event.

What the office can do to help you?

|  |  |  |  |
| --- | --- | --- | --- |
| Office Support | Details | Things to keep in mind | When? |
| Registration form | Either a basic manual registration form or (if possible) an online registration form using Google Forms that will send the details to a spreadsheet that you’ll have access to. | 🞏Going to girls/families?🞏Going to Guiders?🞏Registration by patrol?🞏Individual can register?🞏Need to know allergies?🞏Need to know image release🞏Need to know health concerns🞏Deadline date🞏Minimum number of attendees🞏Who needs access to the spreadsheet?🞏Who will be confirming registration with participants? | 2-3 months before event (depending on the complexity) |
| Website (post on) | Advertise the event |  | Takes 48 hours (if website working) |
| Payment | Call in with a credit card, mail a cheque or stop by either office and pay.Office to track payment |  | Decision of cost made before the registration form goes out. |
| Prairie Lily | Let audience know about event through our monthly newsletter. This goes to members and families. Include in calendar in Prairie Lily & advertise event with registration information. Include link for registration. | Submit an article after the event to share the story. Have a girl write something up. | Monthly deadline 20th of the month (except July) |
| Post on Facebook | Postings on Facebook before the event | Remember you can always post in any Facebook groups you are a member of without office assistance. |  |
| Printing/Photocopying | Send printing to sk-provincial@girlguides.ca | PDFs work best so that the formatting doesn’t change between computers. | Minimum 48 hours pick up. |
| Invoices sent to office/credit card payment/cash advance | Request any supplies required be invoiced to the office, have office phone in credit card payment, RG can request a cash advance – all receipts must be submitted and balanced. | Event name, company contact information and projected amount. | Two weeks notice to the office for cheque requisition, usually same day for credit card payment. |
| Meeting Space | Basement and boardrooms in Saskatoon or Regina office are available for meetings. | Email appropriate office to check availability. | Until reserved by someone else. |
| Enter adults in iMIS | Enter all the adults who helped/led the event. | Submit list of names of attendees to office. | As soon as possible after the event. |

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| --- | --- |
|  | **PROVINCIAL CAMP/EVENT/TRAINING CHECKLIST EVENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |   |   |   |   |   |
| **Task Item–Some tasks may not be applicable for your camp/event/training** | **RG** | **Committee** | **Dept Adviser** | **Office** | **Date to be completed** | **Done** |
| Submit Budget for Camp/Event /Training |   |   |  |   | May/Sept – year preceding event |   |
| Include Camp/Event/Training in SPRA Grant if applicable |   |   |   |  | October – year preceding event |   |
| Find a Responsible Guider for the Camp/Event/Training (if not RG) |   |   |  |   | 6-9 months prior to event |   |
| Select a Committee to plan Camp/Event/Training |  |   |   |   | 6-9 months prior to event |   |
| Provide approved section of provincial budget to RG for the Camp/Event/Training |   |   |  |  | 6-9 months prior to event |   |
| Decide logistics (date, times, book the location, participant costs, location cost, theme, obtain contract? etc) – in consultation with Dept Adviser |  |  |  |   | 6-9 months prior to event |   |
| Provide Provincial office Planning a SK Provincial Event form |  |   |  |   | 6-9 months prior to event |   |
| Send Deposit to location and include date in upcoming events |   |   |   |  | 6-9 months prior to event |   |
| Advertise Camp/Event/Training to applicable members with reg form |   |   |   |  | 3-6 months prior to event |   |
| Obtain contract from facility and send to office for follow-up |  |   |   |   | 3-6 months prior to event |   |
| Send contract to PC for review and signature |   |   |   |  | 3-6 months prior to event |   |
| Create crest if applicable; require Brand Standard approval |  |  |   |   | 3-6 months prior to event |   |
| Secure session leaders/trainers/ resource people |  |  |   |   | 3-6 months prior to event |   |
| Order crest and other bling. Provincial office has a credit card to put expenses on |  |  |   |  | 2-4 months prior to event |   |
| Request resource people for list of equipment required |  |  |   |   | 2-4 months prior to event |   |
| Receipt all monies received, accept all registrations |   |   |   |  | Ongoing prior to event |   |
| **Task Item–Some tasks may not be applicable for your camp/event/training** | **RG** | **Committee** | **Dept Adviser** | **Office** | **Date to be completed** | **Done** |
| Submit applicable Safe Guide forms into office (SG1-SG4 & other applicable) |  |  |   |   | 1 month prior to event |   |
| Distribute Safe Guide forms, health forms to registrants – provide any additional information |   |   |   |  | 1 month prior to event |   |
| Decide on food choices, opening, closing, etc as applicable |  |  |   |   | 1 month prior to event |   |
| Work on any required decorations, favours, give-aways happenings based on the theme |  |  |   |   | 1 month prior to event |   |
| Thank-you gifts for resource people |  |   |   |   | Prior to event |   |
| Provide RG update of registered participants |   |   |   |  | As requested prior to event |   |
| Prepare name tags |  |  |   |   | Prior to event |   |
| Photocopy, etc as required |  |  |   |  | Prior to event |   |
| Provide RG with expense claim forms |   |   |   |  | Prior to event |   |
| Create evaluation form |   |   |   |  | Prior to event |   |
| Book, gather and finalize equipment list. Organize how equipment getting to camp/event/training |  |  |   |  | Prior to event |   |
| Send completed evaluation forms and event modifications/recommendations into office |  |   |   |   | Within 30 days of event |   |
| Submit all expense claims to office |  |  |   |   | Within 30 days of event |   |
| Take care of all billing information |   |   |   |  | As expenses received |   |

# Event Evaluation Form

Please share what you liked/disliked about this Event, and any thing we could improve on for next time! (Can be done individually or as a group)

*Thanks for your input.*

**LIKES?**

**DISLIKES?**

**WHAT COULD BE IMPROVED ON FOR NEXT TIME?**

**COMMENTS**

**All evaluation forms to be returned to**

**#200 – 1530 Broadway Avenue, Regina, SK S4P 1E2**