

Outdoor/Activity Planning Worksheet

The following information will be used to the Event on the Troop Calendar/Website, Tailor the Event Emails and Obtain a Tour Permit.

Work with the Scoutmaster and Event Leader as soon as possible to complete this.

	Activity Title	
	webTags (camping, COH, service project, etc)	
	Start Date / Time	
	End Date / Time	
	Meeting Place / Time	
	Signup Due Date	
	Payment Due Date(s)	
	Adult In Charge	
	Scout In Charge	
Edit and Test the emails:		
	1 st Announcement Date on Web / email	[31 days out]
	2 nd Announcement Date email	[23 days out]
	3 rd Announcement Date email	[16 days out]
	Reminder Email Date	[3 days out]
	Location / Address, City, State	
	Driving Distance (one way)	
	Cost Total / Components / Adult vs Scout	TOTAL: Activity Fee: Food: Gas: Other:
	Detailed Description	Detailed and marketing oriented.

Relevant Pictures / weblinks (attached Pictures as small .jpg files)	
What you should know (weather, extra money, bag dinner/lunch)	
What to Pack / Reference doc	
Any Restrictions?	
Guest Welcome? Cost?	
Permit/Reservations Req'd?	Contact Info should be in Database
Local Restrictions?	
Tour Permit Req'd? Type? (Circle)	Yes [Local National] No
If Tour Permit is needed, the following bolded information is necessary. If permit not needed, still obtain Leader name and contact info:	
Tour Leader: Name, Age , phone, email BSA Training / Dates Non-BSA Training / Dates	Youth Protection (99/99/99); Hazardous Weather (99/99/99) CPR
Assistant Tour Leader: Name, Age , phone, email BSA Training / Dates Non-BSA Training / Dates	
Estimated # Drivers Needed / scouts attending	[Add "Can you Drive" to the Registration Form; if Yes, which vehicle.]
Drivers (attach vehicle info from records)	