Checklist for Events Project Planning

This checklist is a general list of items that usually need to be included in planning for an event type project. This might include a fundraiser for some other type project, or an event to collect food, provide healthy living information to the public, or present a historical pageant. Remember that an Eagle Project cannot be a fundraiser itself. Since projects vary widely, not every item will apply to every project. You should work closely with your Project Coach and seek his/her suggestions, review, and eventual agreement that you are ready to carry out your project. If you are planning an event that is many months away, some of the details can get worked out over that time period as you flesh out a basic plan and schedule. Good and thorough planning is not easy, but it is an important key to successfully carrying out your project. The checklist below may include items not applicable to your project. The list is not intended to be done in a single pass, you may need to go back and revise previous steps as you learn more. As you do this planning, you should work closely with your Project Coach.

___ Read the entire Eagle Scout Service Project Workbook, the entire Chester County Council Eagle Scout Handbook, and this checklist.

___ Start out by filling in the Contact Information page of the proposal section of your workbook. In most cases, each box should be filled in.

Eagle Scout Service Project Proposal

___ Describe in detail exactly what you are going to do (but not how yet). Be sure the beneficiary agrees with this description of the scope of the project. This is the first question at the top of Proposal Page C. Set goals and describe specific quantitative measures for what you are going to do.

___ Describe the scope of leadership required. Note that working with 5 different people, 1 on each of 5 days is not the same as leading the same 5 people for each of 3 day's work sessions, although both involve 5 people. Make this clear in your description.

___ Learn any other skills you will need (or will need to teach your workers) for the project to be successful. Use any resources available so that you are prepared to lead the project yourself without having to give up that leadership to someone else.

___ Materials will probably be minimal, but there may be some and they should be identified.

___ In thinking about what tools and supplies you will need, give some thought to how many and where they will come from. You do not need firm commitments for borrowing each tool yet, but you should have an idea of how many you will need (based on how many people you plan to have working at a time) and where you might be able to borrow the tools your family does not already own.

___ Identify any permits or permissions that will be required. Confirm permission to access the property for your project. Confirm permission to use the venue for your event.

___ With your proposal, you should be prepared to convince each of the people who need to approve it that the project you are proposing will meet the requirements of an Eagle project, and that you will be able to successfully plan, develop, and lead the project. The more you know about what your project will require, the better you can make this argument. You may want to go ahead and do the detailed planning at this stage before finishing the approvals.

___ Get your Project Proposal approved by your Unit Leader, Unit Committee, the Beneficiary. Once you have the first four approval signatures (including you), your district representative (http://www.EagleScout.itgo.com/contacts.html) for approval.

Eagle Scout Service Project Plan
The following steps get finalized in the Project Plan part of your planning, but the more you know earlier, the better you will be able to explain your project proposal.

___ Take pictures of existing conditions and locations where your event will take place if this will be helpful for planning or explaining your project.

___ Break the project down into major phases. These may represent work days, or other logical divisions of planning and executing your project.

___ Prepare a schedule of what needs to be done prior to the event. This schedule might stretch out as much as 6 months or more prior to "the big day", or it might be only a few weeks and much simpler in detail for a simple fund raiser like a car wash or food collection in front of a grocery store. Include key deadlines for such things as approvals, commitments of key personnel, reservations for the venue, marketing, purchasing supplies, and anything else that must be done prior to the event.

___ Prepare a "script" for the event. This might not be a word-for-word script, but a description of everything that needs to get done or said during the event. This combines a detailed schedule with instructions for all people involved in putting on the event. It might include traffic direction, parking, guides, registration, refreshments, and multiple "presenters". The complexity will be determined by the complexity of your event.

___ Prepare a set up plan. Describe what will need to be set up for the event including tables, chairs, signage, amplification, food service, or other items. Be sure to identify where the materials come from, and who or how many people will be needed for this set up. This information may be integrated with the "script".

___ Prepare a take-down, put-away, clean-up plan. Be sure to identify where things go, what needs to be returned other than at the site, and how they will get there. This information may be integrated with the "script".

___ Prepare a list of materials, supplies, and equipment you will need, what needs to be bought, what can be borrowed, what is already at the venue, and what do you already have?

___ Prepare a budget. Where will the money come from? If you will be running a fundraiser, you may need to do a fundraiser application (See the Eagle Scout Service Project Workbook). If the fundraiser is an event, that also needs to be planned.

___ Describe general schedule issues such as how many work sessions do you expect, what kind of workers (skills, ages, youth/adult), how many people will you need each work session. How will you recruit and communicate with your workers.

___ Prepare a logistics plan for such things as transportation, food/drinks, and bathrooms.

___ Prepare a plan for any safety issues that your project will encounter. Will you be using dangerous materials or chemicals? Will you be using dangerous tools? Should you have a first aid kit, emergency communications (cell phone), or other emergency preparedness steps? Is everything, including who can use what tools, being done within the policies of the Guide to Safe Scouting (http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx)?

___ Prepare contingency plans for what might cause postponement or cancelation of your project or a work session. What would you do if this happens?

___ Using the plans above, you should be able to describe to unskilled workers:
    ___ When they need to arrive?
    ___ What they need to do to help set up?
    ___ What they are expected to do as part of the event?
    ___ What do you need them to do after the event?
    ___ Everything that you and your helpers need to do before, during, and after the event.

___ Review your plans with your Project Coach. If he/she has suggestions, they should be integrated into your plans and the review process repeated if necessary.

___ Although not required, once you have completed the final planning process, your district representative (see http://www.eaglescout.itgo.com/contacts.html) may be willing to help you review your plans. The final project, as completed, is approved by the Board of Review after you have completed all the requirements for the rank of Eagle Scout. Having the district representative's involvement and review of your final plan is optional, but it can help you avoid many problems or mistakes. **This can also improve your chances of passing the Eagle Scout Board of Review.**

___ If for any reason the scope of the project has to change, this change should be communicated to all the people who originally approved the project and with your Project Coach. You do not want to get into a situation where the Board of Review rejects the finished project because you did not do the project that was approved.