



Managing activities and events (guidelines)

This document is designed to be helpful when involved in the planning, management and organisation of activities and events (from hereon called 'activities'). The points listed below offer good practice and can also be used as a planning tool and checklist.

The document should be used by the activity Leader, together with the organising team. It should be used from the start of the planning process and regularly thereafter.

If asked, could you give an appropriate answer to all of the following the points:

The activity	<input type="checkbox"/> What is the title of the activity? <input type="checkbox"/> What are the objectives of the activity? <input type="checkbox"/> What are the proposed dates of the activity? <input type="checkbox"/> Where is the proposed venue of the activity? <input type="checkbox"/> Do you have an outline/draft programme?
Leadership	<input type="checkbox"/> Who is the activity Leader? <input type="checkbox"/> What is the experience of the activity Leader with relation to the management of this type of activity? <input type="checkbox"/> Who is the Deputy Leader of the activity? <input type="checkbox"/> Who are the other key leaders/management team members? <input type="checkbox"/> What are the roles of the individuals in the leader/management team? <input type="checkbox"/> How many leaders/staff is the activity likely to require, in total? <input type="checkbox"/> Are there any skill shortages that put the management and running of the activity at risk?
Participants	<input type="checkbox"/> What age group? <input type="checkbox"/> What catchment area? <input type="checkbox"/> What are the targets (minimum and maximum numbers) of participants? <input type="checkbox"/> What is the target date for minimum numbers?

Organisation	<ul style="list-style-type: none"> <input type="checkbox"/> Who is the activity Leader/management team responsible to? <input type="checkbox"/> List any sub-groups involved (a diagram of the organising structure will be helpful) <input type="checkbox"/> What are the key dates/activities involved in planning the activity? <input type="checkbox"/> Have the appropriate rules in PO&R been implemented? [Check all latest requirements, including Activity Rules, Safety and Insurance and discuss with ACC(Activities)] POR is available online at http://www.scoutbase.org.uk/library/hqdocs/por <input type="checkbox"/> If you are going abroad, have you consulted ACC(International) and completed the PC(International) and other relevant paperwork? <input type="checkbox"/> Do you have the correct Nights Away permits, for running the event, for participants if they are camping away from the main party etc. [Contact the ACC(Activities) for further help and guidance] <input type="checkbox"/> What will you do if there are fewer than the minimum numbers by the due date(s)? [e.g.: will you cancel, or re-budget, or re-plan] <input type="checkbox"/> What will you do if there are greater than the maximum numbers by the due date(s)? [e.g.: will you refuse additional applicants, or re-plan] <input type="checkbox"/> When are the key ('go' or 'no go') decision points for the activity? <input type="checkbox"/> Who will make/be involved in the key decisions listed in the above two points?
Publicity and promotion	<ul style="list-style-type: none"> <input type="checkbox"/> How will the activity be promoted amongst potential leaders and participants? <input type="checkbox"/> How will the activity be used to obtain good and positive publicity for Scouting?
Research and planning	<ul style="list-style-type: none"> <input type="checkbox"/> What reconnaissance trips will be required; when will they be needed; who must attend? <input type="checkbox"/> What information relevant to the organisation of the activity will be required? Where, when, and how will it be obtained?
Risk assessment	<ul style="list-style-type: none"> <input type="checkbox"/> Has a full risk assessment been carried out for the activity? <input type="checkbox"/> Has the County Safety Coordinator seen and approved the Risk Assessment? <input type="checkbox"/> Has the risk assessment been shared/discussed with the 'line-manager' of the activity Leader?
Objectives	<ul style="list-style-type: none"> <input type="checkbox"/> What are the objectives of the activity <input type="checkbox"/> How does the activity help achieve any of the County Plan [see the County website for further details http://www.berkshirescouts.org.uk/publications/plan.html]

Finance

- What is the income/expenditure budget?
- Does the budget include the obligatory contingency? [Usually 10% at the start of planning – this can be reduced after fixed cost items have been paid.]
- What participation (numbers) is needed for break-even; and by what dates?
- Who is the person responsible for budget control?
- What will be the cash-flow profile? Will any up-front 'pump-priming' be required prior to cash/deposits being paid by participants? - If 'yes', how will it be raised?
- Who will the person responsible for budget control liaise with? [e.g.: County, District, or Group Treasurer, as appropriate] How will this liaison take place; and how often?
- How will any surplus be disposed of? How will any deficit be met? Has this been appropriately agreed with the body underwriting the activity? [e.g.: County, District, or Group Executive, as appropriate]
- For any contracts that need to be entered into: who will check; who will sign; up to what point/time are commitments reversible?
- Up to what point (date) could the activity be cancelled with minimum expenditure being incurred?
- How will everyone/everything involved be appropriately covered by insurance [include whether cancellation; bad weather; or other insurances would be appropriate]?
- Are there any VAT or other financial implications for the activity? [discuss with County, District, or Group Treasurer, as appropriate – such issues can be passed to County Treasurer if detailed advice is required]
- How will moneys (receipts; expenditure; bank account) be handled? [discuss with County, District, or Group Treasurer, as appropriate]
- How will you be handling foreign currency if the activity is abroad?
- If there is to be a special bank account, who will be signatories? [note: minimum requirement is two signatories from three or more – one of these is normally the County, District, or Group Treasurer, as appropriate]