

The Scout Association Event Planning Matrix

Pre Planning

- Initial event concept
- Develop an event overview (how many people, where, when, what)
- Develop an initial event budget
- Identify links to the programme
- Develop a timeline for planning
- Identify key safety concerns
- Identify people to organise the event

Gain approval for the event to move to the planning stage from the Responsible Lead Volunteer and relevant Trustee Board.

Planning

- Source venue
- Develop and confirm programme
- Complete a risk assessment
- Advertise and market the event
- Book in participants
- Send further information to participants / leaders
- Monitor budget

Check in with your Responsible Lead Volunteer and Trustee Board at points agreed in the pre planning stage.

Delivery

- Complete an onsite risk assessment and final safety check
- Appoint people to be responsible for specific areas and elements of the event
- Put in place an effective on event communication system

Report any incidents to the Responsible Lead Volunteer at the earliest opportunity

Review

- Finalise event budget
- Collect participant evaluations and feedback
- Complete and event evaluation
- Identify lessons learnt for future events

Report back to the Lead Volunteer and relevant Trustee Board to complete the review process.