

**Girl Scouts of the Jersey Shore
Dogwood Service Unit**

EVENT WORKSHEET

EVENT: _____

Date & Place: _____

Chair Person and phone #: _____

Event Budget: _____

Budget to Include: List Item and Estimated Cost

Event Fee: _____

Additional Info:

**Girl Scouts of the Jersey Shore
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EVENT CHAIRPERSON RESPONSIBILITY

Receives Event Folder with Event Chair Person Responsibility, Event Worksheet, Event Registration Chart, Flyers, Event Report Worksheet, payment Request form, etc.

Works within budget and along side Event Manager or SUM.

With Event Manager/SUM, makes and distributes flyer at Leader Meetings at least 1 meeting prior to event, but preferably 2 meetings prior to event in order to collect payment at the meeting prior to the event.

Collects event fees and tallies all money collected onto Dogwood Service Unit Event Registration Form.

Chairperson and Events Manager hands over all money collected to SU Treasurer or SUM for deposit unless directed to deposit on own.

Event Chairperson may be responsible for finding a venue and hiring DJ's if applicable. The Service Unit treasurer or SUM will make a check available for all deposits as directed by the chairperson.

The Chairperson is responsible for all the event shopping including all food and supplies. A reimbursement will be given to the chairperson upon submission of receipts and a payment request.

Chairperson completes an Event Report Worksheet and gives to SUM or Events Manager.

Event Folder with ALL receipts should be handed over to SUM or Events Manager along with the Event Report Worksheet within 10 days after event or at next SU meeting whichever is sooner.

Dogwood Reimbursement Request

Event or Activity: _____ date: _____

Submitted by: _____ phone number: _____

List Items bought and amount:

Notes/Comments:

Total Payment Due: \$ _____

Make check payable to: _____

For Treasurer Info:

Date paid: _____ check # _____

Event Tips

Procure a location ASAP...for school use contact the desired school and fill out a school use form. Wait for permission prior to distribution of fliers

Make fliers using the typical SU layout of fliers...making sure to include permission and payment info at bottom!!!

Delegate jobs to others...secure help if needed!...

Cleanup, ticket sales, setup, decorations, donations

Coordinate with storage coordinator in a timely fashion in order to obtain all SU equipment needed for event. Inquire about materials prior to purchasing!

Remind leaders and parents that GS always leave the place better than they found it...please help to stay and cleanup after the event!

Quiet Sign!!!...make sure your girls teach the parents what this is!

For electrical equipment – do a dry run...make sure all works!

Make announcements at start of event.

As event chair, make note of all significant helpers, purchase small gifts/tokens of appreciation for help...hand out at SU mtg.

Dances/Events Announcements

Welcome

Reminder of what is the Quiet Sign? If applicable to event

Flag Ceremony

Pictures - troops will be called up as a troop/unit for pictures

Goodie Bags - troop leader can come up to receive their troop goodie bags near end of evening, we will make an announcement.

Rules - NO RUNNING, No smoking, no playing outside,

Remember that Girl Scouts are Friendly & helpful

Girl Scouts leave the place cleaner than we found it! So please make sure to help cleanup after yourselves!

At the end of the evening, 9pm we ask that **ALL** Leaders and assts stay to help cleanup! Anyone else that can stay to help will be greatly appreciated!

To all the VOLUNTEER leaders, assistants and moms helping out tonight...Lets please give a big Thank you in advance!! Without these volunteers, we would not have the opportunity to enjoy such a wonderful evening as tonight!

Lastly...HAVE FUN!!

Music: To DJ - No chicken dance, no music that may imply rude behavior, etc...