Black Pug Event Build Out Worksheet

Basic Event Information

Name   of   Event   _____

Date/s of Event   _____

Location of the event   _____

Account Code _____

Event Description (3500 character limit)

District of Event: _____

Check the words that describe your event

☐ Activities   ☐ Advancement
☐ Alumni   ☐ Camp
☐ Camp Resident Camp   ☐ Cub Scouts
☐ Explorer Post   ☐ Fundraising
☐ Information Only   ☐ Lone Scout
☐ Meeting   ☐ Merit Badge
☐ OA   ☐ Popcorn
☐ Scouts BSA   ☐ Scouts BSA Resident Camp
☐ Training   ☐ Venturing
☐ Webelos

Specialty Event Information

Do you need to do any of the following:

☐ Accept mail in or payment at the door (we highly suggest avoiding this option)

☐ Create a multiple day event (example: you have a training online on Wednesday night and then in person at LPSR on Saturday).

☐ Create a payment plan for registrants

☐ Ask for a donation

☐ Allow for discount coupons/codes to individuals registering.

☐ Schedule Classes within the event

☐ Have participants select campsites

☐ Create a password for participants to register for a certain position (for example, anyone registering as Staff needs to enter a password.)

If yes to any of the items above, please email Jessica.snider@scouting.org

Event and Registration Dates

Event Start Date _____ Event Start Time _____

Event End Date _____Event End Time _____

Registration for Event Start Date _____

Registration for Event Start Time _____

Registration for Event End Date _____

Registration for Event End Time _____

Do you want registrants to be able to do any of the following:

☐ Add registrants to a pre-existing registration up until the Registration End Date

☐ Change registrant data for a pre-existing registration up until the Registration End Date

☐ Change the number and type of registrants on a pre-existing registration up until the Registration End Date.

Registrant Types

What Type of Registrants options do you want to have:

☐ Youth Participant   ☐ Scouts BSA Participant   ☐ Cub Scout Participant

Max number allowed at event_____

Max number allowed per registration _____

Price _____

Early Bird Special Price of _____ to run until _____ (date)

Late Registration Price of _____ to start after _____ (date)

☐ Adult Participant ☐ Participant ☐ Family Member

        Max number allowed at event_____

        Max number allowed per registration _____

        Price _____

        Early Bird Special Price of _____ to run until _____ (date)

        Late Registration Price of _____ to start after _____ (date)

☐ Other: _____

        Max number allowed at event_____

        Max number allowed per registration _____

        Price _____

        Early Bird Special Price of _____ to run until _____ (date)

        Late Registration Price of _____ to start after _____ (date)

☐ Other: _____

        Max number allowed at event_____

        Max number allowed per registration _____

        Price _____

        Early Bird Special Price of _____ to run until _____ (date)

        Late Registration Price of _____ to start after _____ (date)

What information do you want collected from each registrant, include notes about which registrant type required or options for each registrant type:

☐ Name   ☐ Required info   ☐ Optional info _____

☐ Email   ☐ Required info   ☐ Optional info _____

☐ Cell Phone   ☐ Required info   ☐ Optional info _____

☐ Allergies   ☐ Required info   ☐ Optional info _____

☐ Dietary Restrictions   ☐ Required info   ☐ Optional info _____

☐ Medical Concerns   ☐ Required info   ☐ Optional info _____

☐ Leadership Position   ☐ Required info   ☐ Optional info _____

☐ Emergency Contact   ☐ Required info   ☐ Optional info _____

☐ District and Unit Info   ☐ Required info   ☐ Optional info _____

☐ Birth Date   ☐ Required info   ☐ Optional info _____

☐ Other (Please list)

_____

    ☐ Required info   ☐ Optional info

☐ Other (Please list)

_____

    ☐ Required info   ☐ Optional info

☐ Other (Please list)

_____

    ☐ Required info   ☐ Optional info

Event Contacts

    Who are the Event Contacts?

Staff Advisor

      Name _____

      Position _____

      Email _____

      Phone _____

Lead Volunteer

      Name _____

      Position _____

      Email _____

      Phone _____

Secondary Lead Volunteer

      Name _____

      Position _____

      Email _____

      Phone _____

Confirmation Email

Do you want a custom email to go out after the registration? The standard email includes a thank you for registering and a link the staff advisor if they have questions. If you would like a custom Registration Confirmation email, please include below (3000 word limit):

Adding someone as Event Administrator

Before we make the event public (open for registration), we would like to you check it. Please include the following so we can add you as an event administrator:

      Your full Name _____

      Your email _____

      Your phone number _____