

Event Planning  
Detailed Timeline

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_ DTG: \_\_\_\_\_

1) Reserve Event Site: \_\_\_\_\_ DTG: \_\_\_\_\_

a. Identify Adult POC: \_\_\_\_\_ Notified? \_\_\_ By whom? \_\_\_\_\_

b. Identify Youth POC: \_\_\_\_\_ Notified? \_\_\_ By whom? \_\_\_\_\_

2) Meet at \_\_\_\_\_ on DTG: \_\_\_\_\_

a. Who is pulling trailer NAME: \_\_\_\_\_ Notified? \_\_\_ By whom? \_\_\_\_\_

b. Who is bringing firewood NAME: \_\_\_\_\_ Notified? \_\_\_ By whom? \_\_\_\_\_

i. Load trailer DTG: \_\_\_\_\_

ii. Formation DTG: \_\_\_\_\_

iii. Assign Scouts to Vehicles DTG: \_\_\_\_\_

iv. Load Vehicles DTG: \_\_\_\_\_

3) Depart from \_\_\_\_\_ at DTG: \_\_\_\_\_

a. Lead Car: \_\_\_\_\_

b. Destination Address: \_\_\_\_\_

4) Arrive at \_\_\_\_\_ at DTG: \_\_\_\_\_

i. Formation DTG: \_\_\_\_\_

ii. Unload Trailer DTG: \_\_\_\_\_

iii. Patrol Gear Set Up DTG: \_\_\_\_\_

iv. PLC DTG: \_\_\_\_\_

5) Breakfast: \_\_\_\_\_, Lunch: \_\_\_\_\_, Dinner: \_\_\_\_\_, Sunday Breakfast: \_\_\_\_\_

6) Events: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

a. Merit Badge Counselor: \_\_\_\_\_ Notified? \_\_\_ By whom? \_\_\_\_\_

b. Instructor: \_\_\_\_\_ Notified? \_\_\_ By whom? \_\_\_\_\_

c. PLC DTG: \_\_\_\_\_

7) Depart from \_\_\_\_\_ DTG: \_\_\_\_\_

a. Equipment Inspection DTG: \_\_\_\_\_

b. Equipment Organization/ Trailer Load DTG: \_\_\_\_\_

c. Vespers DTG: \_\_\_\_\_

d. Formation/ Headcount DTG: \_\_\_\_\_

8) Arrive at \_\_\_\_\_ DTG: \_\_\_\_\_

a. Unload Trailer

b. Formation

9) Estimated Cost: \_\_\_\_\_

a. Food: \$ \_\_\_\_\_

b. Lodging: \$ \_\_\_\_\_

c. Activities: \$ \_\_\_\_\_

d. Gas: \$ \_\_\_\_\_