

## **Three Steps to Setting Up Your Project**

**I** Make a list of every thing you can think of that needs to be done --- everything! No matter how small the detail may seem, put it on the list.

**II** Put the things you have listed in the order in which they need to occur.

**III** Decide and write down how far in advance or after the project they need to occur.

You now have an excellent time line for you project. Below you will find an example of a time line previously used to set up the council advancement seminar. Note, there are no specific dates attached to what needs to be done, only reference points. Setting it up this way lets your time line work regardless of the exact date your project is approved.

# **Sample Time Line**

Using the Detroit Area Council Advancement Seminar as a Model

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## **I. One year before event**

- A. Establish co-chairs (two districts)
- B. Establish potential locations and dates

## **II. Seven months before event**

- A. Develop and approve budget

## **III. Six months before event**

- A. Identify physical requirements of facility
  - 1. Main room- capacity
  - 2. Minimum 4 class rooms- capacity
  - 3. Kitchen access
- B. Identify equipment needs
  - 1. Announcement system
  - 2. Overhead projectors w/screens
  - 3. Computers
  - 4. Black/white boards
- C. Co-chairs reserve facility with facility coordinator

## **IV. Five months before event**

- A. Develop tentative course schedule
- B. Identify and recruit staff
  - 1. Presenters and backup
  - 2. Registration
  - 3. Resale

## **V. Four months before event**

- A. Create flyer with the following information:
  - 1. Date
  - 2. Location and map
  - 3. Registration time/end of day
  - 4. Pre-registration cost
    - a. Discount
    - b. Pre-registration deadline date
  - 5. Cost of event/what is covered
  - 6. Who can attend
    - a. Pre-registered Scouters
    - b. Walk-ins welcome

7. Uniforms
8. Lunch supplied or brown bag
9. Contact name and number for pre-registration
  - a. Leave blank for individual district chairmen
10. Tear-off strip for pre-registration

B. Develop evaluation sheet

C. Begin promotion through web site, Leaders Digest, roundtable and distribution of flyers (commissioners, express mail, etc.)

**VI. Three months before event**

- A. Co-chairs confirm facility with facility coordinator
- B. Finalize course schedule
- C. Promote as needed

**VII. Two months before event**

- A. Contact and confirm staff
- B. Presenters submit material outlines for review and approval
- C. Prepare overheads as required after approval
- D. Prepare handouts as required after approval
- E. Identify personnel for the following:
  1. Equipment
    - a. A/V equipment
    - b. Easels, flip charts, markers
    - c. Evaluation sheets, room signs, schedules, tape
    - d. Extension cords w/adapters
    - e. Time schedule alarm system
  2. Refreshments
    - a. Coffee (regular, decaf), hot chocolate, tea
    - b. Coffee and hot water pots
    - c. Creamer, sugar, sweetener
    - d. Cups, stir sticks, spoons
    - e. Goodies (bagels, cookies, doughnuts, muffins)
    - f. Napkins, paper towels
  3. Assignments
    - a. B.S.A. reference material
    - b. Classroom sign-in sheets as needed
    - c. Opening ceremony
    - d. Posting room signs and schedules
    - e. Presentation books 1. Check for missing sessions
    - f. Special guests

F. Promote as needed

**VIII. One month before even.**

- A. Continue to review needs
- B. Promote as needed

**IX. Two weeks before event**

- A. Pre-registration deadline date

**X. Day of event \***

- A. Staff arrival time
- B. Set-up as required
- C. Distribute overheads and handouts to classrooms
  - 1. Inform presenters to return overheads to presentation books
- D. Photographer/publicity photos
- E. Recognition
- F. Clean-up

**XI. Post-event**

- A. Evaluation
- B. Positive publicity in Leaders Digest and with event sponsor
- C. Transfer of seminar material to next seminar co-chairs

\* You will want to write an hour by hour schedule for the day of the event