

EVENT FLIER CHECKLIST

1. For events with Council-wide participation, use: **Girl Scouts of Greater Los Angeles** (upper case, lower case - not all capitals) at the top of the flier.
2. Underneath **Girl Scouts of Greater Los Angeles** put the group sponsoring the event; i.e., Service Unit name, Troop/group name or number.
**You may use the standardized Girl Scout logo (see above) or
Girl Scouts of Greater Los Angeles
ABC Service Unit (or Troop or Group)**
3. **What** - Name of the Event
4. Purpose of the event, description of activities if necessary.
5. **Who** - Target participants (the level of Girl Scouts served by the event)
 - a. Example: Girl Scout Brownies or Brownie Girl Scouts (either is accepted); Tagalongs, or no Tagalongs, Parents and Family
6. **When** - Date & Time of event, including the year
7. **Where** - Location of the event (complete address with zip code & current phone number)
8. Troop/Group (includes Service Unit) money earning project noted (if applicable)
9. **Cost** - amount and what it includes; i.e., patch, snack, etc... and the **event refund policy**.
10. Payment details (how to pay / **Troop Check Payable to:**
11. **For Registration or Questions:** List complete name, address, phone number
12. Registration start & ending dates (Deadline: Yes or No)
 - a. Example: Registration accepted after May 1, Limited space - register ASAP
13. Safety-Wise and Adult/Girl Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls. First Aider necessary?
14. Level of **required training** for participation; i.e., must have a **Level I Troop Camper**. (if applicable)
15. What participants are expected to bring / supply
16. **Event Emergency Contact** - Include Name / Phone number / Cell number
17. Tear-off, includes Troop Emergency contact.
18. If the leader can look at your flier and be able to fill out a "Parent Permission Form" or Event Registration form completely, then it's a good flier!!!

Clear, easy to read no background graphics not too crowded No more than two fonts.
Download flier templatesguidelines at [Cool Tools / Events](#)