Girl Scouts of Greater Los Angeles

Special 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
   b. 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 <u>**event refund policy**</u>.

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 "Multi-use 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