



GGC-QC Kiosk-to-Go! Instant Event Booth

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You district's Canada Day fair is this weekend- and you haven't had a chance to prepare for a GGC booth! Never fear, the Kiosk-to-Go can help you put together everything you need to pull off a great Guiding booth!

What resources are available:

From the office?

- Pop-Up Tent (request the pop-up tent via admin@guidesquebec.ca with the dates of your event and pick up details)
- PR Tools- Complete the [PR Materials Request Form](#) to request GGC swag (bookmarks, pencils etc) or printed items, 'At A Glance' Handouts, or other printables! (See **page 5** of the Kiosk-to-Go for more ideas)

Volunteers – Who do you need?

- Have a team of volunteers who can talk about Guiding comfortably- in both languages is even better! It's good to have a group of women who show the diversity of the Guiding community.
- Schedule your volunteers, you may only need one person per task, if they're experienced and comfortable, and depending on your booth.
- Activity team: members/Guiders/Youth Members who are good at running short activities for passing children
- Consider calling on the NEW [Event Squad](#)! Email communications@guidesquebec.ca with the event information, how many people you need, for how long (full day/half day) what date, etc. what other needs you have. Get a team of motivated people ready to help at your next event!

At your booth:

- Know where your booth will be located, and plan accordingly, will you be in a field, parking lot? Outside, or inside with a corner or wall? Plan to style your space based on your surroundings!
- You want your space to stand out from its surroundings! Give your booth some bling, by setting up balloons or adding streamers in branch colours. Set up a display – include uniforms, camp blankets, program books, pictures from events, bedroll, buddy burner, other Guiding items, an activity (see below) Maximize your allotted space, use up every square inch!
- All members (girls and adults) working at the kiosk should be in uniform, sash and scarf, pin tab, etc. Tell them to wear their buff too!
- Take five minutes before the start of the event and between shift changes to brief volunteers on the status of things and the game plan - and to answer any questions they may have. Getting the team on the same page will ensure that the event runs smoothly.
- Everyone at the booth should be enthusiastic and excited to talk about Guiding to the public. However, days can be long, if volunteers are looking tired, give them a break to walk around, have a snack or get refreshed and back on their game. Be mindful of the weather at outdoor events; be prepared for a range of climates.
- Take a look at the [Booth Etiquette](#) handout written by the Alberta Council for some good booth etiquette tips!
- Other things to consider, will someone be in charge of taking photos? Can you sell cookies?

Need more information on planning? Take a look at the complete **Kiosk-to-Go!**



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Kiosk Activities (pick 1 or 2)	
Simple hands-on activities or active games	
Licorice knots	Show kids a reef knot, eight knot, bowline out of licorice. Make sure you know them too! Buy the long strings of licorice, not short twizzlers. Print the Knot activity page from the BC Council
Mini s'mores	Take mini marshmallows, teddy grahams, and chocolate chips to make a tiny s'more, cook it on a skewer over a candle.
Minute to Win it!	Search online for ' Minute-to-Win-it games ' and pick your favorites.
'I Spy' game with camp blanket crests	Spread out a camp blanket on a chair, or the ground, have passing kids Find a crest that's from 2010 . . . -a special coloured crest, crest with a maple leaf -crest that has the words . . . -find all the World Centre Crests then you can respond to the "What's a World Centre?" question
Scavenger hunt	Kids can go on a scavenger hunt for trees, leaves, animals, landmarks etc. Download a Nature Bingo sheet here!
Bracelet or bead stringing	Make bracelets with branch coloured beads.
Trail Marker Trivia	Set up rocks in trail markers and have children guess their meaning.
International	Are there local GGC travelers who could share about their trip?
Camping	Camp skills races, Grilled cheese in burlap, garden in a glove?

- Did you speak to the number of people that you wanted? Was there media presence/involvement?
- Did Guiders, leaders and girls have fun participating in the event display?
- What worked and what didn't? Did you stay on budget? What would you do differently next time?

What do you need to send/ finish up?

- Thank you cards to volunteers, certificates for sponsors, list of volunteers for iMIS
- Thank you cards to organizations, stores that donate, dignitaries who attend etc.
- Send the list of email addresses from the [Email Contact Request List](#) to the office
- Did you take advantage of the PR Event Subsidy? Complete the [Post-Event Subsidy Report](#), and send the information to the office, including receipts, for reimbursement.
- Report to your District Council how the event went, you can even add a written report to your next district's meeting minutes. It's also important to be available to families for follow-up after the event or assign someone to respond to inquiries as a result of the event.

Do you have an idea for this document? Get in touch with [communications](#) to have it added for others to see!

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