# So, You’re Planning a Provincial Event

We are excited to see what brilliant event you are planning. Before we can announce an event, the Council needs the following 3 sections completed: the event information, “I’d like help with” and the budget.

Please submit this completed form 2-3 months before your event (virtual or in-person). After completing the form, submit it to both coordinators:

## Girl Engagement Coordinator (Program, International and Camping)

[qc-girl-engagement-filles@guidescanada.ca](mailto:qc-girl-engagement-filles@guidescanada.ca)

## Member Services Coordinator (Training, PR and Membership)

[qc-memberservices@guidescanada.ca](mailto:qc-memberservices@guidescanada.ca)

# Event Information

Responsible Guider: iMIS number: Email: Team Leads (with iMIS #): Preliminary Event Name:

Preliminary Location:

Virtual (Youtube, Zoom, Twitch, Teams) Physical Location

Proposed Date:

Audience Targeted:

Sparks Guiders

Brownies External

Guides

Pathfinders

Rangers

|  |  |  |  |
| --- | --- | --- | --- |
| Target number of participants: | Girls: | Guiders: |  |
| Approximate cost to participants: | Girls: | Guiders: |  |
| Purpose of the event:  Short description of the event: |  |  |  |

Nov. 2020



# I’d like help with

□ Creating a registration form

□ Translation/French proofreading

**Note:** Anything going to girls and families needs to be in both languages.

* Getting an @guidescanada email for your event - Email addresses should be bilingual.
* Getting information up on the website
* Payment through the province
* Eblasts - What? When? To who? How many eblasts?
* Social Media Posts - What? When? Design help?

**Note:** Schedule of posts needed as early as possible. Our platforms are Facebook, Instagram, Youtube and Province Blog before and after the event.

Facebook pages are:

* + Closed GGC-GduC Québec group • Young Women’s closed group
  + Open page • Ranger group
  + Wa-Thik-Ane page • PC page
  + DC Hub group • Link group
* Newsletter - What? When?
* Printing or photocopying
* Meeting Space
* Other:

***Please keep in mind that we will need 2-3 months before the event to help you with the above tasks.***

Additional comments:

# Event Budget

### Revenue

Numbers of Girls: Amount charged: Numbers of Guiders: Amount charged: Numbers of Organisers: Amount charged:

Other:

**Total Revene: $**

### Expenses

Venue

* + Cost per participant: X participants
  + OR Honorarium:
  + OR Flat Fee:

Transportation

* + Cost per participant: X participants
  + OR Flat Fee:

Program materials

* + Cost per participant: X participants
  + OR Flat Fee: Food
  + Cost per participant: X participants
  + OR Flat Fee:

Guest / Trainer / Animator: Other:

## Total Expenses: $

Is a cash advance needed? Yes No

## NET PROFIT (LOSS): $