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

Member Services Coordinator (Training, PR and Membership)
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: _____

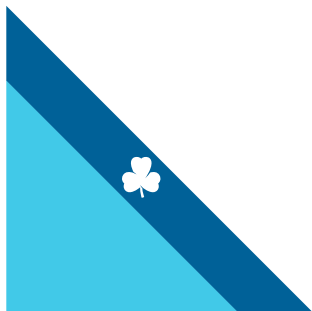Audience Targeted: ☐ Sparks ☐ Brownies ☐ Guides ☐ Pathfinders ☐ Rangers
☐ Guiders ☐ External

Target number of participants: Girls: _____   Guiders: _____

Approximate cost to participants: Girls: _____   Guiders: _____

Purpose of the event:

Short description of the event:

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.
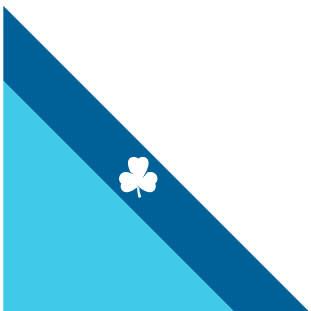
  Facebook pages are:
  - Closed GGC-GduC Québec group
  - Open page
  - Wa-Thik-Ane page
  - DC Hub group
  - Young Women's closed group
  - Ranger group
  - PC page
  - Link group

- ☐ 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): $ _____