



Stand beside her.

A movement to create a world of compassion without comparison and competition.

www.standbesideher.org

6-Week Event Planning Calendar

*Get excited! It's time to plan your very own **Stand Beside Her** event!*

START PLANNING 4-6 weeks ahead of event

Discuss what type of event you think would be meaningful.

Will it be just a troop event? Work with other troops in your community? Service unit wide? What type of activities will you have? SBH Project? Community service? Guest speakers? Mother/daughter event?

Select an event date that works best for your troop.

Select a venue.

Choosing a venue for your event depends on who you want to invite and your expected attendance.

An outdoor location may be a great option, but make sure you have a back-up plan if it rains.

Create a budget.

Providing refreshments or need special supplies? Estimate how much money you will need to create a great event. Would local businesses be interested in donating items?

Send event details to us.

We would love to hear what you are doing and help in any way we can! Send your event details to our team at standbesideher@girlscoutshs.org.

TAKE ACTION 3-4 weeks ahead of event

Form committees.

Committees may include: set-up, clean-up, budget, food, activities, decorations, etc.

Create an event agenda or timeline.

Make a schedule for the entire event so you will know what happens when and where. Be sure that everyone knows exactly what she's responsible for.

Finalize the budget and event details with the venue.

Purchase any supplies you may need.

Make sure to use your troop's debit card or check, and bring your tax exemption letter from the state. Keep receipts! This will help balance your budget and allow you to return unused items.

Start inviting your community.

Share the event with local newspapers, radio stations, and tv stations. You can also print and post flyers around the community and promote the event on social media like Facebook, Instagram, and Twitter.

ARE YOU READY? 1 week ahead

Decide on everyone's role for the day.

Every girl has something unique to bring to the table, so build on your troop's strengths!

Continue to advertise your event on social media and in the community.

Finalize your head count.

One advantage of creating a Facebook event is that it gives you a good idea of who is coming, helping you finalize food and supply numbers.

Create a packing list, and make sure all details are finalized.

Make a comprehensive list of decorations, supplies, and any food or beverages.

DAY OF YOUR EVENT

Arrive on time.

Remember you're working as a team. Help others; ask for help if you need it.

Post pictures on social media using the hashtag *#standbesideher* and tag us *@standbesideher*.

WEEK AFTER YOUR EVENT

Write *Thank You* cards.

Include any community guests, volunteers, or people who might have donated food or supplies.

Recap the event while it's still fresh in your mind.

What worked? What could have been better? What would you change for next year?

Send us pictures.

We love sharing great things our partners are doing. Email pictures and details to standbesideher@girlscoutshs.org so we can share.



Being supportive of one another is a lifelong skill that girls need to develop at an early age.

[Visit our website to learn more about the Stand Beside Her Patch Program.](#)