event name

Date (date to date)

Venue name and address

Event Description (this information booklet is aimed at the parents/guardians of the guide) – high level.

* How the event fits with the Guide program - fundamentals
* What their daughter will experience and achieve – specifics

EVENT LOGO – If relevant

Detailed Information

When

* Full day and date(ie Wednesday 6th March to Saturday 9th March)
* include specific start and finish times

Venue

* address
* description of the site
* relevant details about the venue that would be helpful such as parking etc
* include map/directions if needed – do not assume that everyone knows where the venue is
* sleeping arrangements – dorms/tents etc

Cost

* What is included
* What is not included

Registration details

* Process (meeting place etc)
* permissions

Health and First Aid

* First aid person
* Mental first aid
* questions on registration form
* health form

Transport and accommodation arrangements

* describe options
* public transport if relevant

Technology – electronic devices and mobile phones

Other relevant information

Program

* high level – not blow by blow
* include description of all available activities
* any other relevant information

Conditions of attendance

* venue conditions
* guide conditions

Supervision and Security

* describe as relevant to the event

Contact for parents during the event

What to bring

* Be clear
* Preferably in a table

|  |  |
| --- | --- |
| Required  | Description or notes  |
|  |  |
| Optional  |  |
|  |  |

Map – if required