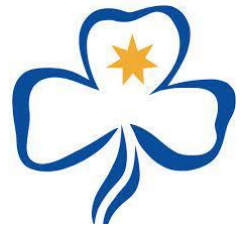


Guidelines for Building an Event Planning Team



Event Planning Team Structure & Role Descriptions

1. Purpose

This document provides guidance for establishing and managing an effective event planning team within **Girl Guides Victoria (GGV)**.

It outlines key roles, responsibilities, and expectations to support the safe, inclusive, and successful delivery of Girl Guide events in alignment with GGV policies, procedures, and values.

This guide is not exhaustive but covers the core responsibilities required to deliver high-quality Guiding experience.

2. Guiding Principles

All events must reflect the values and expectations of **Girl Guides Victoria**, including:

- Providing a **safe and inclusive environment** for all participants
- Supporting **youth-led decision making** and leadership development
- Promoting the **Girl Guide Promise and Law**
- Ensuring compliance with **GGV policies, risk management, and safeguarding requirements**
- Encouraging teamwork, respect, and personal growth

3. Team Structure Overview

Effective event delivery requires a collaborative team with clearly defined responsibilities. The size and structure of the team will depend on the scale and complexity of the event. For larger events, roles may be supported by subcommittees.

Eligible Committee Members

Event teams may include:

- Unit Helpers

- Unit Leaders (Qualified or in Training)
- Olaves
- Resource Leaders
- District/Region Managers
- Youth Members (under 18)

4. Key Roles & Responsibilities

4.1 Leader in Charge (LIC)

The Leader in Charge (LIC) is responsible for the overall leadership, coordination, and delivery of the event in accordance with GGV requirements.

LIC's motivate and inspire their team by creating an environment that promotes positive communication, encourages bonding of team members, and demonstrates flexibility.

- Delegating tasks and setting deadlines for your team
- Oversee the running of the event
- To ensure the efficient planning and delivery of the event within budget and meeting objectives

Before Event	• Liaise with State Program Manager and/or JPC Events Coordinator • Appoint and manage the event team • Lead development of event theme and program direction • Develop and monitor the event budget (in consultation with JPC where applicable) • Chair planning meetings and track progress against timelines • Ensure completion of all required GGV documentation, including: ○ Event Information Forms ○ Risk Management Plans ○ OUT.01 and other required forms • Coordinate site visits • Engage stakeholders (e.g. State Team, special guests) • Identify funding opportunities where appropriate
During Event	• Oversee all aspects of event delivery • Support and monitor team members • Ensure participant safety and wellbeing • Manage incidents and escalation in line with GGV procedures
After Event	• Complete all required documentation, including OUT.03 and incident reports

	• Facilitate a structured debrief with the team • Submit a final event report including evaluation and recommendations • Ensure acknowledgement of volunteers and contributors
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4.2 Program Team

Responsible for delivering a youth-focused, engaging, and inclusive program aligned with GGV objectives.

During Event	• Oversee program delivery • Support leaders running activities • Ensure participation, inclusion, and engagement • Monitor and adjust the timetable as needed
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4.3 Catering Team

Responsible for safe, inclusive, and well-managed food provision.

Catering managers perform the planning and management of catered events. Their duties include consulting with the venue to determine their catering requirements, supervising catering staff, and coordinating the preparation and serving of food during events. They may also be required to arrange transportation for food and catering equipment.

Before Event	• Plan menu in line with GGV guidelines • Liaise with venue and suppliers • Maintain records of dietary, medical, and cultural requirements • Coordinate with First Aid and Welfare teams • Source and order food and equipment
During Event	• Oversee food preparation and service • Ensure safe food handling and storage • Manage dietary requirements and minimise contamination risks
After Event	• Manage food pack-down and waste • Finalise supplier arrangements • Review catering effectiveness

4.4 First Aid Team

Responsible for the physical health and medical support of all participants.

The First Aid officer will have primary responsibility for the provision of First aid to Girl Guides and maintenance of first aid supplies for the Event. The First Aid Officer ensures the First Aid Centre is a welcoming, supportive, effective and efficient environment for Girl Guides.

Essential: Current First Aid qualification (or equivalent)

Before Event	• Prepare and check first aid kits • Review participant medical information • Liaise with families where required • Plan first aid coverage
During Event	• Provide first aid care • Manage medication distribution • Maintain accurate treatment records
After Event	• Complete medical and incident reports • Restock supplies • Provide safety recommendations

4.5 Welfare & Wellbeing Team

Supports emotional wellbeing and inclusion.

Essential: Mental Health First Aid (or equivalent) preferred

Before Event	• Identify participants requiring additional support • Liaise with leaders and families • Prepare wellbeing resources and spaces
During Event	• Provide a safe and supportive wellbeing space • Support participants and adults • Monitor wellbeing concerns
After Event	• Provide feedback on wellbeing outcomes • Recommend improvements • Support follow-up if required

5. Additional Functional Teams

Works and Service Team

- Ensure appropriate sanitation, waste management, and environmental practices in line with GGV expectations
- Manage sourcing, tracking, distribution, and return of event equipment

6. Final Notes

All team members share responsibility for creating a positive, safe, and inclusive environment that reflects the values of **Girl Guides Victoria**.

Clear communication, collaboration, and adherence to GGV policies are essential to delivering a successful event and meaningful experience for all participants