

# Event Planning 5 W's

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Event Name:

Scout in Charge:

Date of inspiration:

Target Date of execution:

Who:

What:

Where:

When:

Why:

How:

This is a worksheet for planning an activity with the troop. You, as the event planner (SIC) need to know all of the 5 W's for your event before we put it on the calendar and commit to it. You need to have clear communications with the SPL, the SM, and any other adult leaders you plan to have involved. YOU must have phone numbers and contact information for your partner, and these leaders. Use the back of this sheet to help organize your contact information. When you come to a PLC meeting and you are presenting your event idea, you need to have this sheet filled out, or otherwise be able to document(on paper) all of the details.