

Community Campfire



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Checklist for Event Coordinator

- Attend the Troop Committee meeting two months prior to the event and discuss the program with the troop committee.
- Reserve the group picnic area by contacting the Napa County Fairgrounds Office at (707) 942-5111.
- Consult with the Senior Patrol Leader and the Scoutmaster to decide which scout will lead the event. The scout leader takes primary responsibility for coordinating the event. Work together. The scout leader should attend PLC meetings and ask the PLC to schedule time during regular troop meetings to plan the campfire program and practice skits, songs, games, etc.
- Four weeks before the event, the scout leader will announce the event and ask each patrol to prepare a guest list. Each scout should be encouraged to invite a relative, friend, neighbor, teacher, or other community member who might enjoy sharing some time with the troop.
- Three weeks before the event, have each patrol select a skit, song, game, or other activity. The scout leader will make assignments for master of ceremonies, fire tender, and opening and closing ceremonies. If refreshments are to be served, each patrol will be assigned a responsibility.
- Two to three weeks before the event the troop scribe will prepare and send guest invitations. A reply should be requested so the troop knows how many guests to expect.
- Two weeks before the event, patrols will plan and practice skits and songs and make plans for preparing refreshments. The Event Coordinator and Adult Leaders will preview the program to insure that the selection of skits and songs is appropriate for presentation to invited guests.
- One week before the event, review assignments and plans with the patrols and make any last minute changes.