## 

## Event Planning Proposal

**DATA PROTECTION:** This form is used to collect information about you for the purpose of approving an event to be planned, this is to be used by your Commissioner and Executive. We do not share your personal data provided in this form with any third parties. The data provided in this form is stored securely using local systems. We take your personal data privacy seriously. We will keep the data we capture from this form, in line with the Scout’s Data Retention Policy and it will be securely disposed of six months after the event.

#### Contact Information

|  |  |
| --- | --- |
| Title of proposed event |  |
| Date of proposed event |  |
| Location of proposed event |  |

|  |  |
| --- | --- |
| Name of organising group |  |
| Name of organiser (or contact) |  |
| Email address of organiser |  |
| Telephone number of organiser |  |

#### Background

*Please provide some background as to how this proposal has come about.*

#### Event Overview

*Please provide an overview of the event including the number of people involved (and age range), any potential partners engaged in this project and a description of what the event looks like to the participants.*

#### Leadership and Organisation

*Please provide details of the organising group, and specific individuals who will have responsibility for specific aspects of the event. Please include relevant experience these individuals bring to this organisation.*

#### Links to the programme

*Please clearly outline how this event links to the programme.*

#### Timeline for planning and milestones

*Please provide a timeline for the planning of this event with clear milestones identified.*

#### Finances and liability

*Please provide a detailed outline of the event budget, costs to the participants, contingency plans and how any surplus would be distributed. Please clearly identify any financial liability to The Scout Association.*

#### Safety

*Please identify at this stage any safety concerns or areas where further work would be required. Please identify how risks will be reduced and managed.*