Hosting an Event

At Least One Month Before the Event		▪ Contact YMCA Program Director and get the name and number of the contact person at the facility where the event will take place.
		▪ Develop an agenda of activities for the event.
		▪ Visit the facility, check out the accommodations and make sure that your agenda of activities fits with the facilities. ▪ Where will the campfire be held? Any special requirements? ▪ Locate an area for a hike or activity. ▪ Where will the Ceremony be held? Any special requirements?
		▪ Get the patch template from your coordinator. Have your CHILD create a patch for the event. At a minimum the patch should have your nation name, the name of the camp or event, and the current year on it.
After You Visit the Facility		▪ Contact the Fire starters (people designated to start the campfire) and discuss the facilities and constraints on the fire. ▪ Does each circle need to bring an extra bundle of wood for the campfire? If yes, send e-mail to the Navigators informing of the need to bring extra wood.
		▪ Contact the Sound Man and discuss the facilities and constraints for the sound system. Make sure the Sound Man can pick up the sound system.
At the Expedition Council		Get the preliminary roster of participants from your Program Director (or get it earlier from the Y).
		Distribute the schedule of activities to the Council and Navigators. Make sure the Navigators know of any special requirements for the event you are hosting. Remind the Navigators if they need to bring an extra bundle of wood for the campfire.

The Week before the Event		For cabin events, assign Circles to cabins. For tent camping, assign tent areas. If possible, notify Navigators by e-mail.
		Call your Program Director at the Y and find out if "the goodie box" is ready for pickup. When it is ready, go pick up "the goodie box." Make sure the box contains: • Final roster of participants • Patches • Beads for trading • Expedition Navigator & Tracker "special beads" (very important) • Awards • Other materials
Sound System		Check to see if there is power, or if sound man needs a generator.
Sleeping Arrangements		For tent camping, make signs on stakes so Circles know where they are supposed to camp. Resident Camps-assign Bunks!
Friday of the Event		Get there early!
		Deploy signs directing Circles to assigned locations.
		Have Host Circle's Guides centrally located and available to direct Guides and Explorers as they arrive.
		Give arriving Navigators and Council members another copy of the schedule (they will have forgotten the ones you handed out at the Council meeting).
Saturday of the Event		Get with the Fire starters to organize the campfire.
		▪ Have Host Circle's Guides walk and time the route of the hike. ▪ Find a spot for distribution bear claws or arrowheads. ▪ Check out the Ceremony details.
Sunday of the Event		▪ Have Host Circle Guides place and materials in location for the hike. ▪ Make sure a Host Circle Dad or the Circle navigator who knows the route and is at the front of the pack with the Expedition Navigator. ▪ Return left over bear claws or arrowheads or materials to the Expedition Navigator.
		Walk the grounds and make sure all trash is picked up and carried out…Head Home knowing you put on a great event!