

### **EVENT FLIER CHECKLIST**

1. Use: **Girl Scouts of Greater Los Angeles** (upper case, lower case - not all capitals) and/or the Girl Scout Service Mark at the top of the flier.
2. Underneath **Girl Scouts of Greater Los Angeles or Service Mark**, put the group sponsoring the event; i.e., Service Unit name, Troop/group name or number.  
**Girl Scouts of Greater Los Angeles  
ABC Service Unit (or Troop or Group)**
3. **What** - Name of the Event
4. Purpose of the event, description of activities if necessary.
5. **Who** - Target participants (the level of Girl Scouts served by the event)
  - a. Example: Girl Scout Brownies or Brownie Girl Scouts (either is accepted); Tagalongs, or no Tagalongs, Parents and Family
6. **When** - Date & Time of event, including the year
7. **Where** - Location of the event (complete address with zip code & current phone number)
8. Troop/Group (includes Service Unit) money earning project noted (if applicable)
9. **Cost** - amount and what it includes; i.e., patch, snack, etc... and the **event refund policy**.
10. Payment details (how to pay / **Troop Check Payable to:**
11. **For Registration or Questions:** List complete name, address, phone number, or email address
12. Registration start & ending dates (Deadline: Yes or No)
  - a. Example: Registration accepted after May 1, Limited space - register ASAP
13. Safety-Wise and Adult/Girl Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls.
  - a. Example: Troop responsibility to maintain proper Adult/Girl Ratios.
14. Level of **required training** for participation; i.e., must have **Outdoor Education**. (if applicable)
15. Verify that all clip-art is free source. Use Google advance search.
16. What participants are expected to bring / supply
17. **Event Emergency Contact** - Include Name / Phone number / Cell number or will be provided upon registration.
18. Optional: Tear-off, includes Troop Emergency contact.
19. If the leader can look at your flier and be able to fill out a "Parent Permission Form" or Event Registration form completely, then it's a good flier!!!
20. Fliers should be clear and easy to read!