

Effective Event Committee

Having an effective Event Committee can make a big difference in the quality and ease of planning your event. Here are some things to consider when you are recruiting your event committee.

RECRUITING YOUR STAFF

- Recruit the right people for the right jobs, get a good mix of people and personalities.
- Recruit adults to provide girls with diverse role models.
- Provide a clear explanation of the work to be done—ideally, involve your committee in developing position descriptions.
- Provide guidance and assistance as needed.
- Provide a timeline for the completion of tasks, follow up to determine progress as you go along.
- Be sure to provide team-building opportunities.
- Be open to new ideas, and allow staff some flexibility to add their own personal touches to their tasks. People support what they help create .
- Involve girls wherever, whenever possible!
- Be sure to recognize committee accomplishments—give credit for a job well-done. Verbal or written thank-you’s and/or gifts are important.

TRAINING YOUR STAFF

- Be sure to include training in your timeline.
- Determine what your staff needs to know, and what needs to be done.
- Create a team feeling and a sense of common purpose.
- Review expectations—yours and theirs.
- Make sure to cover all of the details of the event including site boundaries, logistics, procedures, general program content, event timeline, safety and discipline, emergency procedures, and budget concerns as needed.
- When training your staff, don’t forget to include the girls in the decision-making and in the information about the details of the event.
- Dry runs can be very helpful, especially for emergency plans and fire drills.
- The girls on the committee will benefit from a training on how to talk to adult participants during the event.

