

The Boys Brigade Knowledge Badge Project

## Organising a BB Event

A Comprehensive Guide for NCOs and Squad Leaders



Orlando Surcel 18th Vic Berwick  
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## Introduction

From a certain perspective, life is full of daunting realities. As young boys grow into young men, responsibility lurks around the corner and at first encounter such a phenomena can be rather intimidating. In contrast however, for many, responsibility is rather a blessing, offering them the chance to prove themselves capable of making the world around them a better place. Regardless of your take on responsibility, the following article is a guide for BB squad leaders and Nco's alike to responsibly plan and host an event of any suitable nature. Hosting an event is among a BB leader's most important responsibilities and done properly can become a most memorable experience.

## Personal Background

I have been inspired to write this article based on my personal experience on hosting an event as a squad leader in 2021. With the best intentions I began planning for an event that would offer BB boys the chance to experience a day in the CBD and Carlton in Term 1. However due to my own inexperience in event planning and the lockdowns that pervaded throughout the year, it became only possible after much struggle to host the event late in December that year. Regardless of the effort and of the complicated nature of the event, it was an experience that undoubtedly marked my journey towards maturity and has consequently spurred in me a deep appreciation for events more than ever.

## Why should you host an event?

### **Does it help BB?**

Organising an event increases communication between the Captain/ OIC and NCO'S. It strengthens relationships within the squads and thus increases attendance. It provides an opportunity for intersquad cooperation.

### **Does it help others?**

It provides more recreational experiences for boys  
It offers boys who can't attend BB events new and similar opportunities to experience BB culture outside of a normal Company night.  
It inspires younger boys to host similar events when they reach the appropriate age and level of maturity.

### **Does it help you?**

It equips NCO'S and squad leaders with several practical leadership skills, offering them a perspective of the later opportunities they may encounter as an officer and as an adult.

### **Are events fun?**

Of course they are.

# The Four Step Plan

The following plan presents the four main elements of planning, promoting and hosting an event within Boys Brigade.

## 1. The Idea

This step will cover potential event ideas while motivating you, Squad Leaders and NCO's to look to their peers and squad members for ideas

## 2. Captain confirmation

Once an idea has been decided, whether by the Squad Leader or by the general consensus of the squad, the idea will be presented to the Captain and OIC who can provide the approval to commence planning.

## 3. Planning

This critical step will cover all the necessary preparations, precautions and tips to assist the event organiser. Aspects such as event forms, risk assessments and other notes will be covered

## 4. Advertisement and Final Approval

Upon completion, the organiser's plan will be presented to the Captain and OIC once more. They will review and discuss with the event organiser if any further requirements will need to be met. Upon approval the event may be advertised to the respective audience.

## Step 1: The Idea

It is important to consider several external factors while choosing an idea for your event, such as cost, safety and transport. Due to this, most NCOs and squad leaders from my experience choose to host events of an informal nature that require less preparation, such as movie nights, board game nights or a trip to the cinema. While such events are often more suitable than complicated ones, I also encourage organisers to consider other possibilities for their event. Hence, I have put together a short list of tentative ideas for your event. They are categorised into four sections based on the level of effort it takes to plan and host the respective event. Feel free to combine these ideas with your own or with others in the list.

### 1. Less effort

Board Game night

Trivia night

Watch the extended edition of Lord of the Rings ( yes its the only edition)

Video Game night

Organise a themed dress night

Movie night

Visit a library

Go to a restaurant

## **2. Moderate effort**

A shopping excursion

Cinema trip

Any themed park: Water park, adventure park, trampoline park, lazer tag park, amusement

Spa trip, swimming pool trip,

All nighter

A picnic, (those are my favourite)

Camp in a backyard

Attend a concert, choir recital

A centre or park that hosts go karting, rock climbing, abseiling

Escape room

Visit a local park or botanic garden

Attend a service together

Learn a craft day: carpentry, pottery, painting, (the list goes on)

## **3. Considerable effort**

Attend a museum, art gallery, exhibition, market, farm.

Any physical activity:, canoeing, bushcraft, cycling, surfing, swimming, hiking, beach day, any other sport

A nature walk

Personal favourites that are in/close to Melbourne:

Royal Botanic Gardens Cranbourne

RJ Hamer Arboretum (if you are into deciduous trees)

Emerald Lake Park

Royal Botanic Gardens Melbourne

Visit a cemetery

## **4. Substantial effort**

An amazing race

A city excursion

Camp in nature

## **A few more notes on choosing an idea**

You may also consider partnering with another squad within or outside your company.

Feel free to discuss ideas with the rest of your squad. Consider each member's opinion and reach a general consensus. However, it is your responsibility as a leader to determine the most suitable option.

**IMPORTANT:** For excursions that involve moving from one location to another such as a city excursion, it is recommended to have an officer accompany you or least be in the area at the time. It is also advised to detail each step of the journey and plan the route on a map. As a safety precaution you will have to take a note of each building you plan to enter beforehand. If you consider such an option, more details on organising a field trip will be discussed later.

If you are planning an event for the first time, try choosing an idea that is less complicated and expensive from sections 1 and 2.

Choose an idea you believe is possible. Nothing is worse than starting a project and having to abandon it midway.

Remember: your idea at this stage has not been confirmed by your BB authority. It is advisable to inform your squad of the possibility of having to change your idea, if not appropriate.

## **2. Captain confirmation**

After you and your squad have agreed on an idea, the next crucial step involves presenting your idea to your BB authority, usually an OIC and/or Captain. An easy way of presenting your idea is by writing a short description of your proposed idea and answering each of the following questions:

**What would be the maximum number of people involved?**

**Would any people aged over eighteen be involved? If so, how?**

**Where do you intend to be? Will you be at a set venue? If not, where will you be throughout the duration of the event?**

**Will you need to use any method of transportation? If so, how and where?**

**What will be done about food? What measures will be in place to ensure the safety of members with allergic symptoms?**

**How do the boys indicate that they have parent permission to attend this event? What information will be provided to parents about the event and how?**

Once you have answered all the questions you may submit the form for review. If approved, you may begin planning the event

## **3. Planning**

The following section is split into four separate parts; planning for events in One to Two Locations, planning for events in Several Locations, an Event Form Sample and a form for parents to sign.

### **Events in One to Two Locations**

These events are typically relaxing. They require little preparation and can be a great way for youth to socialise. However the following criteria is still necessary to create a successful plan:

1. Time and date of the event. Indicate the drop off and pick times.
2. Venue or venues where it will be held.
3. If necessary, detail what mode of transportation will be used.
4. If necessary what option of food would be provided. Do participants bring their own food or will it be able to be purchased from a venue.
5. If necessary complete a Risk Assessment.

### **Events in Several Locations**

These events are of a typically complicated nature. They require additional planning and preparation. However, done properly, events of this sort provide an even greater sense of satisfaction on the day and can be a great way to appropriately expose BB boys to the wider world.

Should you wish to organise a similar event as I did in 2021 **the following criteria are essential:**

1. A list of each venue you will attend. If possible, specify the approximate time you will enter each building.
2. A route of the journey on the day preferably on a map ( you can create routes using Google Earth or can print a map of the local area and draw the route). Detail what public transport you will take in detail.
3. It is highly recommended to visit the chosen area of excursion before the event day.
4. Research what options for food are along your designated route. Include a mix in your itinerary (supermarkets, fast food, pizza, restaurants, kebabs ect).
5. Time and date of the event. Indicate the drop off and pick up times.
6. If necessary complete a Risk Assessment form.

### **Event Forms**

Keep you form concise and simple. Indicate your details alongside your captains below.

Please find the following templates below.

# Title

## Details:

Include here a short description of the event. Describe what activities you will have. Try to sell your idea.

## Travel

If necessary specify the time and date of your departure and arrival. Specify the location in bold.

Example:

We will be departing from **Berwick railway station** by train at **8:50 am** on **Saturday 4th of December**.

And you can be picked up from **Berwick railway station** at approximately **7:00 pm** on **Saturday 4th of December**.

**Please arrive at around 8:30 am**

## Cost

If necessary specify any cost that will involved during the excursion.

Example:

The fare of the entire journey will cost **\$6.50** (concession \$3.25) on a Myki Card.

## What you will need to bring:

If necessary provide a list of the items they will need to bring.

## Food

Depending on the nature of the event, specify whether the participants will bring their own food or will be able to purchase food on the day.

## Optional Items:

Specify any appropriate optional items they may choose to bring.

## Contact Details



If you have any further inquiries please feel to contact us with any of the numbers below.

.....(Squad Leader):0123456789

.....(Captain): 0123456789

Please fill out the following form and return it by the .....

Notice: If your child has any allergic symptoms please mention them below:

Allergies:

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Boys Name:

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Parents Signature:

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Parents Name:

---

Contact Phone Number:

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## **4. Final Approval and Advertisement**

Once you have finalised organising the details for the event, submit the plans to your OIC/Captain once more. Once reviewed, amended (if needed) and finally approved you may publicise your event to your squad. Answer any questions they may have about the event and provide each member of your targeted group with the event form and parents' signature to take home to their parents. If a member's guardian approves of sending the respective boy to the event, you should receive from them a signature of confirmation and the parents' signed form.

Every participant must have their guardian's approval and signature confirmation before attending the event. Once you have collected the signatures, you may pass them on to your BB authority. Keep your participants updated should any plans change.

Note: If any expense is needed for a particular venue, arrange for a way for parents to pay the respective venue for any expense.

## **Important Tips for the Event Day**

### **If you are at one or two set venues:**

Act with caution, maturity and with the safety of everyone in mind.

Do not leave a venue without having everyone present.

Make sure each participant has a way of getting home.

Correct inappropriate behaviour.

Make everyone in your group feels involved.

### **If you are travelling over a larger area:**

I shall reinstate: it is advisable to have an officer be present in the area. He will provide invaluable support should an unexpected situation arise.

Keep a headcount of everyone every time you enter and exit a building, institution or public transport vehicle.

Carry extra money with you on the day in the case of an emergency.

Carry extra water with you on the day.

Keep within your set time frame.

Look out for vehicles while crossing roads.

Provide each member with a paper specifying your phone number, your captain/officer's number and emergency numbers.

Avoid contact with dubious characters (common sense).

Act with caution, judgement and with the safety of everyone in mind.

Correct inappropriate behaviour.

Make sure every participant has a way of getting home.

Make everyone in your group feel involved

Note: If any member of your group does not cooperate or behave appropriately it is your job to inform and correct him. If he continues to disrupt the program in an unsuitable manner, inform your BB authority of the situation.

## **Conclusive statement**

If you have managed to get this far, give yourself a round of applause, because here is where the fun begins. As a leader, it is your job on the day to ensure the event runs smoothly and safely. Act responsibly and remember to be an ambassador of Christ's Kingdom wherever you go.

## **Useful Link:**

<https://acrichardson02.wixsite.com/hub14/resources>