

HOW TO PREPARE AN EVENT FLIER

There are two parts to an event flier: The body and the cut-off registration form.

The following items must be included in the body of every event flier:

1. **The event:** 2012 Root River Fall Camporee
2. **The name of the event:** Mission Impossible 12
3. **The date(s) of the event:** October 3 to October 5, 2012
4. **Times:** What time is check-in? What time is the event over?
5. **Location:** Name of location and actual address.
6. **Contact information:** Include the name, phone number and e-mail address of the volunteer in charge; as well as the district executive's.
7. **Event details:** Information about the program. What is going to happen?
8. **Information on what to bring:** Tent camping? Meals provided? Equipment needed? (as needed per event)
9. **Attendance:** Who can attend? Is this a family event? (as needed per event)
10. **Cost:** How much? Include early and late fees. Is it free?
11. **Deadline dates:** Registration deadline? Early-bird deadline?

The following items must be included in the cut-off registration form:

1. **Return address:** Who do they mail the form to: Three Harbors Council, 330 S. 84th St., Milwaukee, WI 53214
2. **Make Checks payable to:** BSA
3. **The event:** 2012 Root River Fall Camporee
4. **Account Number:** x-xxxx-xxx-xx (on bottom of flyer)
5. **The date(s) of the event:** Friday, October 3 to Sunday, October 5, 2007
6. **Cost & total:** Include early and late fees
7. **Contact person's information:** Unit leader's name, address, phone, e-mail
8. **Who are they registering:** Area for registrant's name(s)

All fliers will be produced in the Scout Office. If a volunteer wishes to prepare the flier, s/he will need to e-mail it to the office to the appropriate support staff person or district executive for review and approval. Once approved, the flyer will be reproduced and distributed.