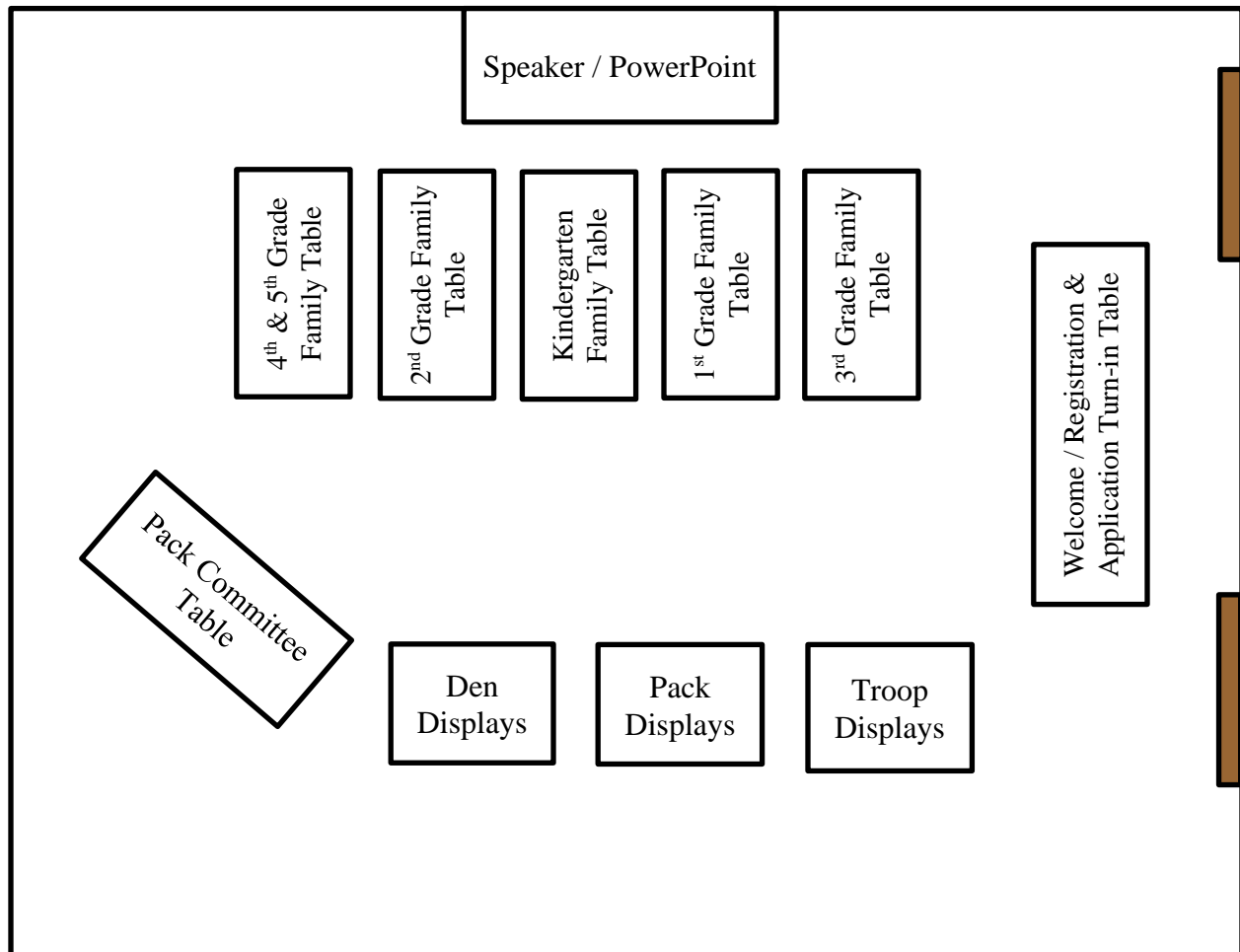


School Night for Scouting Preparation: Preparing the Presentation Room

School Night Room Lay-Out

- Every room will be different. Do your best to set your room up like the diagram below.
- Depending on how many families you expect to show, you may need to set-up more Opening Tables at the front of the room and put your additional tables further toward the back of the room.
- Seating families by grade may allow them to start to make the connections necessary to form a new Den. Families may already know each other from school, allowing for a more comfortable atmosphere. Use sections of the tables to seat families of the same grades together, or, if you expect a large turnout, set-up individual tables by grade.



- Families will sign-in at the Welcome / Registration table as they enter. They will receive their School Night packets here as they arrive. This will also be the table they will submit their applications and fees at the end of the night as they leave. A School Night Organizer should always be at this table to catch people coming in or leaving!
- Previous Lion and Tiger Leaders should be recruited to sit at these tables to help answer new family's questions about getting started in Cub Scouts.

School Night for Scouting Preparation: Welcome Table

Welcome Table

- 2-3 School Night Organizers are stationed here.
- School Night Organizers here are responsible for ensuring that EVERY family that comes in signs-in on the attendance roster.
- Make sure the School Night Organizers welcomes EVERY family that comes in.
- Let families know that they can have a seat at the tables in the front of the room.
- Let families know that we will have a short 10-15 minute overview of Cub Scouts and how to sign-up to start the evening
- Thank EVERY family for attending and let them know that the presentation will start promptly at the scheduled time.
- Make sure that any families that arrive late sign-in on the attendance roster.

Supplies needed:

- Attendance Roster
- Pens
- Parent Onboarding Packet

School Night for Scouting Preparation & Presentation: Grade Tables

Grade Tables

- The School Night presenter welcomes families that have signed-in and shows them where they can sit, by grade.
- About two minutes before the presentation is scheduled to start, remind everyone that, if they have not signed-in, they need to do so at the Welcome Table.
- Make sure the presentation starts at the scheduled time.
- Make sure the presentation stays on script and lasts no longer than 15 minutes. This is brief, high-level overview, not every detail necessary.
- Ask anyone who came in late to make sure they signed-in at the Welcome Table.
- Once the presentation is complete, thank everyone for listening to your presentation and encourage them to begin filling out their youth applications.

Supplies needed:

- Grade-specific table tents
- Projector for PowerPoint presentation (if available)
 - Parents can follow the presentation in their Parent Orientation Guide regardless of availability of PowerPoint