

PWD Event Checklist

To make it even more clear, assign an “Owner” to each task, along with a “By-When” date of when the task needs to be completed. Note: the “Owner” should NOT be the same person for all of these! The tasks should be evenly split amongst the task force team. The “Owner” doesn’t even have to actually *do* the task – they just need to make sure that it gets done by whomever it is delegated to.

- ☐ Decide on a date **[2 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Secure the event space **[12 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Reach out to local Scouts BSA troop for volunteers/support **[12 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Decide on rules and scoring method; distribute them **[11 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Decide on how many award categories your Pack will have and what they will be **[11 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Secure a track and finish gate; test them out! **[10 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Gather the awards for the winners of the various categories **[9 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Find out when your local Scout Shop will be conducting PWD Champ Camp workshops – schedule a time to go with your Pack! **[late December – Champ Camps are in January and February!]**
 - Owner: _____
 - By-When: _____
- ☐ Designate one or two people to be “advisors” for new Scouts and new parents **[9 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ Pick up car kits from your local Scout Shop or direct your pack to your nearest Scout Shop so they can snag their own **[8-9 weeks out]**
 - Owner: _____
 - By-When: _____
- ☐ **Assign a Day-Of Task Force Team (TFT)** – be sure to have a great mix of parents, Scouts BSA volunteers, and others from your local community who like to get involved! **[8 weeks out]**
 - Set Up team
 - Check-In
 - Manning the food table
 - Official Score-Keeper

- Demo Team (a couple of people who can demonstrate how each race will be run)
 - Spare Parts Helper
 - Judges (for those contest categories!) – be sure to get the categories to these judges in advance so they are in the loop.
 - Master of Ceremony and Emcee
 - Official picture-taker (maybe you have a Scout that is really into photography or a parent that LOVES social media – recruit them and share the pictures on your Pack’s website and social media pages!)
 - DJ (someone who loves music and can put together the perfect playlist of fun music for all ages)
 - Break Down
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- Owner: _____
 - By-When: _____
- ☐ Come up with a hashtag **[4-7 weeks out]**
 - Owner: _____
 - By-When: _____
 - ☐ Make event invites **[4-7 weeks out]**
 - Owner: _____
 - By-When: _____
 - ☐ Make a spare parts table **[6 week out]**
 - Wheels
 - Axles
 - Fast-drying super glue
 - Graphite
 - Scales
 - Weights
 - Screw driver
 - Hammer
 - Owner: _____
 - By-When: _____
 - ☐ Choose how you are going to manage food and snacks **[4 weeks out]**
 - Owner: _____
 - By-When: _____
 - ☐ Choose how your Pack will score and run the races **[4 weeks out]**.
 - Owner: _____
 - By-When: _____
 - ☐ Pick a theme **[4 weeks out]**
 - Owner: _____
 - By-When: _____
 - ☐ Make or buy decorations **[3 weeks out]**
 - Owner: _____
 - By-When: _____
 - ☐ Compile a list of fun extracurricular activities **[2 weeks out]**
 - Owner: _____
 - By-When: _____
 - ☐ Pull together tables, chairs, speakers, and boundary markers **[1 week out]**

- Owner: _____
 - By-When: _____
- Visit they derby site and finalize event layout **[1 week out]**
 - Owner: _____
 - By-When: _____
- Make the final Run of Show list **[1 week out]**
 - Owner: _____
 - By-When: _____