

Scout Heritage Victoria

PREPARING FOR YOUR GROUP ANNIVERSARY CELEBRATION



Here are some ideas to assist you with preparing a suitable celebration for a Group's milestone.

- Check with the Scouts Victoria website (Activities/Heritage) to verify your Groups commencement date (this is based on the earliest registration in our database and may differ from your local records).

Getting Started with Your Planning

- Form a Working Group to brainstorm how your event will be presented.
- Start to gather Group history information from a variety of sources:
 - Scout Heritage Victoria records – use the personnel records to identify any known people in the Scouting or Local Community (these have some gaps but we make be able to assist with other source records)
 - Group Extranet Records - current and inactive (your DC can assist for formations other than your own Group)
 - Other people in the community (or beyond) who were former Scouts
 - Property Records – your GL/LiC will be able to access these
 - Scout District Personnel (especially from previous eras)
 - Local History Societies
 - Local Newspapers
 - TROVE Digitised Newspapers (www.nla.gov.au/trove)
 - State Library of Victoria
 - Local Council Heritage Groups
 - Local Facebook Groups and other social media sites
 - Place flyers in local business windows
 - Advertise with a flyer, message on your Group emails so that parents can plan well in advance
 - District and other section meetings
 - Advertise in *Be Informed* with contact details
 - Advertise in community newspapers (or online) and Council newsletters (at least one or two months in advance)
 - At least 6-8 months in advance, create a **Facebook** page for the event contacts, photos and information. Share this Facebook page widely and add the local historical society onto the list
 - Setup a TryBooking/Eventbrite/Survey Monkey page to assist with RSVP's (these are usually free if you are not charging for the event. Capture names (including Maiden Name if appropriate), contact email, phone and the dates/years they were a member in your Group. Ask also about Peak Awards, Leader Warrants and any special information they have from their time in the Group and any items they are bringing
- Set a date for your event allowing plenty of time to plan for invitations and get youth sections involved.
- Select a venue - hopefully your hall and decide if it will be indoors or outdoors or both
- Catering? – depending on the size of the event and your team's capabilities, you can self-cater or engage professional caterers. Perhaps a sausage sizzles would be appropriate, or even consider hiring a food van.

- Source and invite ex Group members and ask them for any details know of the Group history
- Make sure you have a PA System available as it will be noisy in your venue and some people may be hard of hearing
- Nominate who will cater for the event and set a budget
- Plan your catering around the need for dietary requirements
- Nominate an MC for the event
- Consider writing up a few pages of the Group's History to hand out (and a more comprehensive history if this is available)
- Produce a special event badge for youth members/leaders (or to sell) for your event
- Consider a Powerpoint presentation of key highlights (but don't make it too long)
- Advertise with poster/flyers at local shopping centres and in local social media a week before as a reminder (or several posts over a month) – this can be a possible recruitment drive for your Group and sections
- Advertise in *Be Informed* at least 4 weeks before as a reminder
- Add the invitation to your social media channels and website
- Invite the local historical society to the event
- Invite the Mayor, Councillors and your local State and Federal MP's
- Invite the DC and District Team and perhaps Branch and Region people
- Does your Group have an 'Old Boys' group who can assist with local knowledge?
- Consider a Time Capsule (and contents) to be unveiled and open in 25 years-time.

For the Day

- Decorate your hall with balloons, streamers or whatever the youth decide
- Have self-written name tags available
- Arrange for Venturers/Rovers to assist with car parking and mobility access
- Have a special anniversary cake and get the youngest youth member (and/or oldest person attending) to blow out the candles
- Arrange for each section on the day to showcase what they are presently doing as activities for visitors
- Provide a Visitor Book for people to write their name and recollections of their time at the Group
- Put up any photos or past members (especially youth photos) which might be available
- Provide some tables and display boards (and pins, tape, etc) for any items which people bring to display)
- Display any historic logbooks, albums or group letters, etc, you may have in the Group
- Be prepared to accept donations of photos/memorabilia (or on loan to copy) and assign a person to gather names and contact details for acknowledgement).
- Compile a list of names who will be coming; read out any apologies and also acknowledge the key organisers
- Announce the names. Titles of any dignitaries who are present
- Keep the formal part of the event short to allow people to talk and mingle – it is their day as past members and well as current youth/parents/leaders
- Make sure the hall is well cleaned and presentable – including outside and the toilets

After the Event

- Acknowledge those people who have been the key organisers

- Write and document the event with photos on your social media/website for the next celebration event.

And make sure that everyone has a great time on the day!!!!!!!!!!

Let us know if you have any additional points to add to the list.

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