

# RALLY NIGHT CHECKLIST



## **Before you leave home**

- Prepare your pre-opening activity.
- Wear your complete uniform.
- Review the agenda and practice your presentation.
- Take 20 to 30 pens and a calculator.
- Take some change.
- Take Duct tape.

## **When you arrive at the round-up location**

- Organize your materials and set up the room.
- Check with team members (including pack leaders) about their parts of the program.
- Post your pack organizational chart and pass out name tags to everyone.
- Station Commissioner and another team member at the door to welcome families to the round-up event.
- Boys and parents should sit together by grade and or neighborhood.

## **When you give the presentation**

- Begin promptly and take no longer than 1 hour.
- Have an opening ceremony presented by the pack or a troop (optional).
- Welcome everyone by introducing Pack Team Members and Commissioner.

## **After the presentation**

- Organize all applications, rosters, incentive forms, and monies to be turned in to a Scout Shop.