


# Webelos to Scout Transition Outdoor Fair Planning Meeting

Thursday, July 24, 2003  
 6:30PM to 8:30PM  
 Cockrell Service Center  
 2225 N Loop W  
 Houston, Texas 77008-1311

**Mustang District  
 Sam Houston Area Council  
 Boy Scouts of America**

Self Sufficiency and Leadership Skills for Life  
 A Guided Program for Youth and Adults



## Task Cycle [Version 1 7-21-2003]

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>Continue Detailed Plans for Outdoor Troop Fair, October 4, 2003</li> </ul>																																																																																										
<b>Participants:</b>	<ul style="list-style-type: none"> <li>Scouters interested in improving Webelos to Scout Transition</li> </ul>																																																																																										
<b>Outcomes:</b>	<ul style="list-style-type: none"> <li>Understand concept and physical arrangement for fair/Plans to-date</li> <li>Special Teams Progress Check</li> <li>Begin "next-stage lead-time" tasks</li> <li>Learn basic tools for working effectively as teams – Ground Rules</li> <li>Agree next meeting topics</li> <li>Accept invitation to facilitate/coordinate specific tasks</li> </ul>																																																																																										
<b>Steps:</b>	<table border="1"> <tr> <td>1. Meet, Greet, &amp; Eat</td> <td>6:30</td> <td>15</td> </tr> <tr> <td>2. Welcome &amp; Review Task Cycle</td> <td>6:45</td> <td>5</td> </tr> <tr> <td>3. Introductions &amp; Expectations</td> <td>6:50</td> <td>5</td> </tr> <tr> <td>    – Name, Unit, and One Thing You'd Like To Get From This Meeting</td> <td></td> <td></td> </tr> <tr> <td>4. Follow-up Items from 7/17/03 (Jon Walters)</td> <td>6:55</td> <td>5</td> </tr> <tr> <td>    – Confirm Location – Great Southwest Equestrian Center - <b>DONE</b></td> <td></td> <td></td> </tr> <tr> <td>    – Present Original Fair Concept and Physical Arrangement</td> <td></td> <td></td> </tr> <tr> <td>    – Set Time</td> <td></td> <td></td> </tr> <tr> <td>    – Specify Format for Troop Data Handout – <b>IN PROGRESS</b></td> <td></td> <td></td> </tr> <tr> <td>    – Line up Celebrities/Entertainment – <b>IN PROGRESS</b></td> <td></td> <td></td> </tr> <tr> <td>    – Design one-page Flyer (modify event name?) – <b>IN PROGRESS</b></td> <td></td> <td></td> </tr> <tr> <td>    – Present Event Timeline</td> <td></td> <td></td> </tr> <tr> <td>    – Patch Design – <b>CONTEST CONCEPT</b></td> <td></td> <td></td> </tr> <tr> <td>    –</td> <td></td> <td></td> </tr> <tr> <td>5. Training Highlight: Ground Rules (Jon)</td> <td>7:00</td> <td>5</td> </tr> <tr> <td>6. Event Times: Public Start/End (Jon)</td> <td>7:15</td> <td>5</td> </tr> <tr> <td>7. Troop Fair Concept/Physical Arrangement (Derek)</td> <td>7:20</td> <td>10</td> </tr> <tr> <td>8. Troop Data Sheet: Examples (Jayne/Johnny/Rob)</td> <td>7:40</td> <td>5</td> </tr> <tr> <td>9. Publicity Flyer/Event Name (Rob)</td> <td>7:45</td> <td>5</td> </tr> <tr> <td>10. Target Audience Cast List (Anne)</td> <td>7:50</td> <td>5</td> </tr> <tr> <td>10. Celebrity/Entertainer Progress Check (Kim)</td> <td>7:55</td> <td>5</td> </tr> <tr> <td>11. Food Arrangements (Johnny)</td> <td>8:00</td> <td>5</td> </tr> <tr> <td>12. Event Patch Design Contest (Nan/James N.)</td> <td>8:05</td> <td>5</td> </tr> <tr> <td>13. Event Timeline (Victor/Jon)</td> <td>8:10</td> <td>5</td> </tr> <tr> <td>14. Next Meeting (Derek)</td> <td>8:15</td> <td>5</td> </tr> <tr> <td>15. Process Check (Derek/Victor/Jon)</td> <td>8:20</td> <td>5</td> </tr> <tr> <td>    – Likes &amp; Wishes</td> <td></td> <td></td> </tr> <tr> <td>    – Expected &amp; Surprised</td> <td></td> <td></td> </tr> <tr> <td>Contingency</td> <td>8:25</td> <td>5</td> </tr> <tr> <td>End</td> <td>8:30</td> <td></td> </tr> </table>	1. Meet, Greet, & Eat	6:30	15	2. Welcome & Review Task Cycle	6:45	5	3. Introductions & Expectations	6:50	5	– Name, Unit, and One Thing You'd Like To Get From This Meeting			4. Follow-up Items from 7/17/03 (Jon Walters)	6:55	5	– Confirm Location – Great Southwest Equestrian Center - <b>DONE</b>			– Present Original Fair Concept and Physical Arrangement			– Set Time			– Specify Format for Troop Data Handout – <b>IN PROGRESS</b>			– Line up Celebrities/Entertainment – <b>IN PROGRESS</b>			– Design one-page Flyer (modify event name?) – <b>IN PROGRESS</b>			– Present Event Timeline			– Patch Design – <b>CONTEST CONCEPT</b>			–			5. Training Highlight: Ground Rules (Jon)	7:00	5	6. Event Times: Public Start/End (Jon)	7:15	5	7. Troop Fair Concept/Physical Arrangement (Derek)	7:20	10	8. Troop Data Sheet: Examples (Jayne/Johnny/Rob)	7:40	5	9. Publicity Flyer/Event Name (Rob)	7:45	5	10. Target Audience Cast List (Anne)	7:50	5	10. Celebrity/Entertainer Progress Check (Kim)	7:55	5	11. Food Arrangements (Johnny)	8:00	5	12. Event Patch Design Contest (Nan/James N.)	8:05	5	13. Event Timeline (Victor/Jon)	8:10	5	14. Next Meeting (Derek)	8:15	5	15. Process Check (Derek/Victor/Jon)	8:20	5	– Likes & Wishes			– Expected & Surprised			Contingency	8:25	5	End	8:30	
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<b>Capabilities:</b>	<ul style="list-style-type: none"> <li>Snacks</li> <li>Tokens of Appreciation</li> <li>Flip Charts</li> <li>Room Set Up</li> <li>Directional Signs to Room</li> <li>Live Capture</li> <li>Hand-outs</li> <li>Sign-in sheet</li> </ul>																																																																																										

