girl scouts
heart of central
california

Event Site Information

6601 Elvas Avenue Sacramento, CA 95819 • *t* 916.452.9181 • *f* 916.452.9182
girlscoutshcc.org

1. Knowing the exact location of the event site will help you to provide directions to participants, event staff, parents/guardians, and/or emergency services personnel.

   Name of site: _____

   Street address: _____
   CITY ZIP

   Location of nearest phone (that is **not** a cellular phone) to which you will have access to during the event: Phone #: _____

2. Attach a street map that shows access to the site.

3. Attach a site map that indicates where participants will be on the site during the event.

Participant Check-In and Check-Out

As part of the event plan it is important to develop a system that will allow you to know who, and how many people are on the site.

1. What are the check-in procedures for **all** people on the site — children, adults, members, and non-members?

   _____

2. What are the check-out procedures? _____

3. What are the procedures if someone wishes to check-out a child early? _____

4. Parents will be notified when, and by whom if an unauthorized individual requests to take a child from your custody? _____

5. Law enforcement will be notified when, and by whom if an unauthorized individual requests to take a child from your custody _____