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# Event Coordinator Orientation Manual Review

Name\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_ State\_\_\_\_\_ Zip\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

Service Unit (name or number)\_\_\_\_\_

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Please complete the review questions below and return to:

Girl Scout and Volunteer Resource Center

321 Virginia St W.

Charleston, WV 25302

Attn: Lila Mangus

1. Event Coordinators do not have to be registered Girl Scouts to hold their position.
  - 1) True
  - 2) False
  
2. The Event Coordinator should have at least one job assignment during an event.
  - 1) True
  - 2) False
  
3. To insure event safety the Event Coordinator should read the activity safety checkpoints prior to the event.
  - 1) True
  - 2) False
  
4. The Event Coordinator should contact the Program Manager at the onset of the program.
  - 1) True
  - 2) False
  
5. Which of the following are needed in case of an emergency?
  - a. Volunteer essentials
  - b. Activity checkpoint sheets
  - c. GSBDC Crisis Contact Card
  - d. All of the Above
  
6. List three ways to generate curiosity and excitement about an event.
  - 1) \_\_\_\_\_
  - 2) \_\_\_\_\_
  - 3) \_\_\_\_\_

7. What is the Event Coordinator responsible for doing?

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8. What are the three processes that make Girl Scouts unique?

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

9. Name two of the positions that are a part of the Event Planning Group.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_

10. Event Coordinators receive which of the following types of training and development:

- a. Safety Activity Checkpoints
- b. Volunteer Essentials
- c. Black Diamond Safety Training
- d. Event Coordinator Training
- e. All of the above