

PACK MEETING PLANNING WORKSHEET

DATE: _____

TIME/PLACE: _____

THEME: _____

ACTIVITY	DEN ASSIGNED	PERSON IN CHARGE
1. Pre-Meeting a) Room setup i) Arrange tables and chairs ii) Locate and prepare flags iii) Special equipment/props b) Gathering Time i) Greeters ii) Hand out newsletter		
2. Opening Ceremony a) Flag presentation b) Pledge of Allegiance c) Cub Scout Promise d) Law of the Pack		
3. Welcome and Introductions		
4. Song / Skit		
5. News and Announcements		
6. Program		
7. Den Demonstrations a) Send advance notice to the ACM		
8. Song / Skit		
9. Recognition / Awards a) Attendance Award b) Scout Awards c) Leader Awards		
10. Cubmaster Minute		
11. Closing a) Ceremony or TAPS b) Retire the Colors		
12. Cleanup a) Put chairs and tables back b) Leave no trace c) Store flags and materials		