



Logistics: Venue List

Assistant Scoutmaster for Logistics has oversight of location setup and should check each session's lesson plan for specific setup needs to ensure the room is arranged and ready with materials in place. Any available hands will make the setup go more quickly. There are three sections to this chart—Pre-arrival, Daily, and additional Day-specific. Note that they may extend beyond their beginning time frame.

Pre-arrival

	Have	Need
<u>In camp before participants arrive</u>		
Signage - Directional at intersections if camp is hard to find: "Welcome to Wood Badge," etc.		
Simple directional signage post with arrows and distances to: Gilwell Park, Florida Sea Base, Northern Tier, Philmont, Summit Bechtel Reserve (optional, but fun)		
First-aid kit		
Defibrillator location known by all		
Storm shelter location known by all		
<u>Check-in and Gathering Games area</u>		
Signage for check-in area: "Check in here"		
Table for registration		
Areas for six gathering games, games already laid out		
<u>Patrol sleeping areas/ campsites</u>		
Gear as determined		
Appropriate signage		
<u>Medical care area, if applicable</u>		



Daily Venue Items – setup that is in place for multiple days

	Have	Need
<u>Pack / Troop Meeting area, often referred to as Gilwell Hall</u>		
Wood Badge icon		
Toolbox and tabletop pegboard to display tools		
Seating and den tables for all participants with good sight line to presenter		
Den number signs for tables		
Patrol name signs for tables		
Screen		
Projector with appropriate cables to connect to laptop computer		
Laptop or desktop computer		
Remote control for projector, for presentations		
Power cords and extension cords		
Sound system appropriate for the venue		
Flip charts, easels, and markers		
Dry-erase markers, if appropriate for room		
Appropriate signage (Gilwell Hall, optional)		
Blank paper pages		
Supplies table		
Seating in rear of room for staff		
Posters: BSA Vision Statement, BSA Mission Statement, Cub Scout Motto, Scout Oath, Scout Law, Scouts BSA Motto, Scout Slogan, Outdoor Code, Venturing Motto		
Signage and inspirational quotes around the room, which may change from day to day (optional, but interesting)		
<u>Den / Patrol Meeting area (1 per den/patrol)</u>		
Seating and tables for participants, troop guide, and any visitors		
Flipcharts, easel, markers		
Appropriate signage (Den # or patrol animal, optional)		



WOOD BADGE

	Have	Need
<u>Gilwell Field</u>		
3 Flagpoles		
Defined areas for dens/patrols and staff		
Appropriate signage (Gilwell Field, optional)		
<u>Dining Hall (may also be used for other activities)</u>		
Tables and chairs for each participant, staff member, support team, and visitors		
Appropriate signage		
Den number signs for tables		
Patrol name signs for tables		
<u>Campfire area (outdoors if possible, indoors if necessary)</u>		
Seating for with good sightline for participants, staff, and any visitors		
Appropriate signage		
<u>Patrol Leaders' Council Meeting area (Days 2, 3, 4, and 5)</u>		
Table large enough for 8 patrol leaders and senior patrol leader		
Chairs for troop guides, assistant senior patrol leader, quartermaster, scribe		
Chairs for adult leaders – Scoutmaster and assistant Scoutmasters		
Appropriate signage		
<u>Chaplain Aides Meeting area (Days 3 and 4)</u>		
Table large enough for 8 chaplain aides and religious coordinator		
Appropriate signage		
<u>Optional activity area – a more flexible space</u>		
Tables and chairs that can be reset depending on need for a general gathering area, Blue and Gold ceremony, indoor space for interfaith service/campfire in inclement weather		



Day-specific Setup Needs

In addition to the daily venue needs as listed:

Day Two

	Have	Need
Patrol Leaders' Council area above, plus: One large round table (used for Patrol Leaders' Council in the Round and one of the Know the Territory elements) placed in troop meeting area		
Area for project planning application activity: * Newton cars best done indoors due to small parts and need for stable, level table for distance trial. * Bottle rockets need a large outdoor area for safe observation and rocket landing.		

Day Three

Chapel area, outdoors if possible. Indoor is also appropriate. Seating for participants, staff, and any visitors Appropriate signage		
Model campsite area, near troop meeting area – see curriculum for Day Three Troop Meeting		
Separate areas for each patrol for Front-end Alignment game		
Area for Chaplain Aides meeting (see daily venue)		
Trading post area, if offered		

Day Four – Outdoor Experience

Pre-arrival venue setup for new area (for two-weekend format), see above		
Check-in table		
Outdoor learning area (Gilwell Hall/troop meeting area) (see venue list above)		
Patrol meeting sites (picnic tables or other similar separate areas)		
Staff campsite, already set up		
Medical area, if applicable		
Patrol campsites, with cooking gear, flies/shelters already in place		
Problem Solving Round-robin sites		
Large open area for final problem-solving activity		
Area for Patrol Leaders' Council (see daily venue)		
Area for Chaplain Aides meeting (see daily venue)		



WOOD BADGE

Day Five

Same as Day Four plus:

Indoor/covered area for Patrol Leadership Quest presentations, final troop luncheon, and sessions

Chapel area (see Day Three)

No Chaplain Aides meeting this day

Have	Need

Course-made posters, if used, should be simple and inspirational, such as:

"Success is a journey, not a destination." —Arthur Ashe

"A leader is like a shepherd. He stays behind the flock, letting the most nimble go out ahead, where upon the others follow, not realizing that all along they are being directed from behind." —Nelson Mandela

"As we look ahead into the next century, leaders will be those who empower others." —William H. Gates III

"The servant-leader is servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. That person is sharply different from one who is leader first." —Robert Greenleaf

"Everybody can be great...because anybody can serve." —Martin Luther King Jr.