



## Open House Quick Team Pre-Huddle & Post-Review

### Purpose:

Keep everyone on-track, confident, and connected before and after each Community Open House event.

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### Pre-Open House Team Huddle (5-10 Minutes)

**Goal:** Make sure everyone is on the same page about what's happening, who's doing what, and how the event will flow.

### Questions & Reminders:

- What's our goal for tonight's Open House event?
  - Quick reminder of the details: Section, meeting day/time, venue info, and what support is in place.
  - Who's doing what? (Set up, registration, greeting, program activities, tear down)
  - Quick run-through of the schedule and planned activities.
  - Reminder for Scouters: talk positively about Scouting — share personal stories about your volunteer journey.
  - Are there any important guests, families, or new Scouters we need to watch for?
  - Is anyone unsure about anything before we get started?
  - Reminder: jot down any tricky or unexpected questions so we can review them after.
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### Post-Open House Quick Debrief (5-10 Minutes)

**Goal:** Capture quick reflections from the Community Open House Team while they are still fresh in mind.

### Questions:

- What is one thing that worked really well (both during the planning of the event and during tonight's event)?
- What is one thing we could improve on for next time?
- Were there any unexpected attendee questions/insights that stumped you or caught you off guard?
- What follow-ups do we need to handle immediately/this week/next week?
- What were the top engagement activities or topics?
- Is there anything we should adjust or prep differently for the next Community Open House event?
- Thank everyone that came and ask if they would be interested in helping out again for future similar events.