

## **PR VAN INFORMATION FOR HIRERS**

Thank-you for hiring the Public Relations Promotional Caravan for your Scouting event. The following information booklet has valuable information that will help your promotional display run smoothly and be as effective as possible.

The PR Van is a promotional tool available to all Scout Groups in Victoria. The Public Relations Department at the Victorian Scout Centre handles all PR Van bookings and enquiries. They can be contacted on 8543 9800 or at [pr@vicscouts.asn.au](mailto:pr@vicscouts.asn.au) The volunteer who is responsible for delivery/retrieval of the PR Van is Duncan White. The PR Van is provided free-of-charge and delivered on site. Consequently there are a number of recommendations and expectations for its use and care.

1. Ensure that the site you have selected or negotiated is:
  - a) Level, both front-to-back and side-to-side
  - b) On firm ground (weights of unit is 4.5 tonnes)
  - c) Capable of "drive-through" and at least 60 feet in length
  - d) When set up you need a minimum of 30 x 20 feet plus additional room for your associated displays and activities
  - e) Within 75 feet of standard SEC 3 pin power points
  - f) Having 2 separate power points will enable the air-conditioner (heat/cool) to be connected
  - g) **Situated in an area of high pedestrian traffic. NO pedestrians means NO visitors!**

**THE PR VAN MUST NOT BE CONNECTED TO A GENERATOR**

2. The PR Van is delivered equipped with a rollout awning, television and video player, 2 tables, banners and four flagpoles (you provide the flags). Please ensure that the PR Van is cleaned at the end of your event, ready for the next promotional display. PR Van should be left the same way it was delivered to you.

Duncan may set up the PR Van or show you what to do. This will take about half-an-hour depending on the delivery arrangements and starting time of your promotion. He may also contact you closer to the event to confirm details or if there are any special needs.

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All the best for your promotional event. We hope you are successful in recruiting new Scouts and Leaders. Don't forget that you are on display and you are selling Scouting to the public. On the following pages are some hints and some 'do's' and 'don'ts' for successful displays and promotions.

Thanks and Good luck,  
PR Department  
Scouts Australia – Victorian Branch



# Scouts Australia - Victorian Branch



## PUBLIC RELATIONS CARAVAN BOOKING CONFIRMATION FORM

Please fill out **ALL** details below, including a Melways reference. Attach a clear map. Return this page to the address below

**To the Event / Display Organiser:**

It is **your responsibility** to ensure the correct date and time of delivery for the PR Van.

⇒ Name \_\_\_\_\_

⇒ Contact Number(s) \_\_\_\_\_

**1 The P.R Van is required for:**

⇒ Day / Month \_\_\_\_\_  
(eg. Sun 16 -Jan).

⇒ Time of Van Arrival \_\_\_\_\_

⇒ Location (see point 2) \_\_\_\_\_

⇒ Time available for Van Pickup \_\_\_\_\_  
(for its return)

⇒ Day available for Van Pickup \_\_\_\_\_

**2 Please attach a clearly marked map of the location for van to be delivered to and Melways reference (if available).**

**3 Declaration:** This PR Van is supplied to help all Scouts in Victoria. In response to your requests and to speed processing of your request there is **no bond**.

However, you are required to sign this declaration to be sent to Branch Office, whereby you agree to pay for any damages to the PR Van. (**Your maximum liability will not exceed \$150**).

"I understand it is my responsibility to ensure the Van is returned in good order and condition and I specifically acknowledge the financial surety involved. Further, I agree that to be fair to others who wish to book the Van **any cancellation of a booking** must be given at least one weeks notice.

\_\_\_\_\_  
**SIGNATURE**

**Please sign this form and return it to:**  
PR Department  
Scouts Australia  
Victorian Branch  
PO Box 774  
Mt Waverley Vic 3149  
Fax 8543 9899

| <b>OFFICE USE ONLY</b>   |                         |
|--------------------------|-------------------------|
| <input type="checkbox"/> | Details correct on form |
| <input type="checkbox"/> | Copy faxed to Duncan    |
| <input type="checkbox"/> | Date marked in diary    |
| <input type="checkbox"/> | Form stuck in diary     |
| Signed _____             |                         |
| Date _____               |                         |