

Event: _____ Chair: _____

Goal: _____

Planning group: _____

Brief program description: _____

Date: _____ Time: _____ Place: _____

Equipment/facilities needed: _____

Cost: _____ Due by: _____

People needed: _____

Schedule: Meet: _____

Leave for event: _____

Arrive at event: _____

Leave event: _____

Pickup: _____

Alternate plans/contingencies: _____

Budget:

Expenses

Program:

Food:

Transportation:

Misc.:

Total:

Income

Troop budget:

Participants:

Misc.:

Total:

Transportation:

Driver

attending: _____

Phone number

in car

Responsibilities:

<u>Job</u>	<u>Who</u>	<u>When</u>	<u>Completion</u>
Publicity (newsletter)			
Distribute permission slips			
Collect permission slips/ money			
Make reservations			
Arrange adult leadership			
Arrange transportation			
Tour permit			

“Thank-you”s

Newsletter blurb

Evaluation

Number of participants: _____ (youth) _____ (adult)

How did people like it (super, do again, OK, bury)?: _____

What worked: _____

What didn't: _____

What would you do differently/How could it be improved: _____

What benefits came from the program: _____

Actual income:

Actual expenses (include receipts):