Event Planning Worksheet

girl scouts carolinas peaks to piedmont

Event planning committee members: _____

_____

Date: _____ Time: _____ Registration Deadline: _____

Location: _____

Name: _____ Theme: _____

Age level(s): _____

Service-Unit-Only or Council-Wide? _____

Cost: _____

Included in event cost: _____

First Aider: _____

Needed Certified Volunteers: _____

_____

Volunteers: _____

_____

Activities: _____

_____

_____

Supplies: _____

_____

_____

Marketing Plan: _____

_____

_____

Budget

girl scouts carolinas peaks to piedmont

Expenses

Site:
Rental $_____
Cleaning fee $_____
Admission fees $_____
Other $_____
TOTAL $_____

Food:
Meals $_____
Snacks/drinks $_____
Other: $_____
TOTAL $_____

Housekeeping:
Soap $_____
Paper towels $_____
Toilet tissue $_____
Trash bags $_____
Plates/cups/utensils $_____
Napkins $_____
Other $_____
TOTAL $_____

Printing/mailing:
Fliers $_____
Schedules/site maps $_____
Confirmations $_____
Other $_____
TOTAL $_____

Program supplies:
Crafts $_____
Decorations $_____
Equipment $_____
Presenter fees $_____
Other $_____
TOTAL $_____

Miscellaneous:
First Aid supplies $_____
Insurance $_____
Transportation $_____
Thank you gifts $_____
Patches/pins/T-shirts $_____
Name tags $_____
Other $_____
TOTAL $_____

Total Expenses $_____

Income

Participants:
Girl # _____
Adult #_____
Tagalong #_____
Other #_____
Total Number of Participants _____

Fee Per Participant:
(Total Expenses ÷ Total Number of Participants = Fee Per Person)
_____ ÷ _____ = $_____
Girl fee _____
Adult fee _____
Tagalong fee _____
Other fee _____

Revenue:
(Total Number of Paying Participants x Fee Per Person = Event Revenue)
_____ *x* _____ = $_____

Profit/Loss:
(Event Revenue - Total Expenses = Profit/Loss)
_____ - _____ = $_____

Cancel: ☐ Yes ☐ No

Reschedule: ☐ Yes ☐ No

Restructure Budget: ☐ Yes ☐ No

Offer Financial Assistance: ☐ Yes ☐ No

Repeat Event in the Future: ☐ Yes ☐ No

Additional Comments: _____