

# Event Planning Worksheet

**What** (Describe the event): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Where and When** (Dates/Times): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Who will this benefit?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How many people are needed?** Youth \_\_\_\_\_ Adults \_\_\_\_\_ Other groups? Y / N \*

**Equipment needs** (What, provided by whom): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Consumables** (gloves, trash bags, etc.): \_\_\_\_\_

\_\_\_\_\_

**Leadership / Supervision** (Youth, Adults, Agency personnel - Phone Numbers): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Transportation provided by:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Meals / Snacks Required?** Y / N **Provided by:** \_\_\_\_\_

**First Aid / CPR Trained Person is/are:** \_\_\_\_\_

**Youth Permissions Slips – Distributed on:** \_\_\_\_\_ **Return to:** \_\_\_\_\_

**National /  Local Travel Permit Needed?** Y / N **Filed with Council on:** \_\_\_\_\_

**Comments / Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone(s):** \_\_\_\_\_