

Special Event Planning and Budget Form

Registration/Application

Proposed Site: _____ Submitted: _____

Yes, No, _____ Date Confirmed _____

Proposed Date: _____ Deposit Needed: _____ Invitation List

Made: _____

Check Request: _____ Proposed/Expected Number of Attendees: _____

Proposed number of staff (volunteer and paid): _____ # of clean up crew: _____

Proposed total budget: (Attach itemized budget.) _____

Other collaborating agencies/schools: _____

Rental equipment (see attached budget): _____

RSVP count: _____

Transportation Yes or No and for Whom _____

Plan for providing transportation: _____

Budget for transportation: _____

Parent permission slips from mentor coordinators: _____

Printing

	Budget	Timeline
Invitation/flyer/envelope (with map)	\$	
Postage	\$	
Program Printing	\$	
Labels Printed	\$	
Mailing Date		
Agency brochures	\$	

Special Events Checklist and Budget

Item	Budget	Done
Posters	\$	
Food	\$	
Volunteers/Staff	\$	
Transportation	\$	
Checks to caterer and rental equipment	\$	
Ice chests and ice	\$	
Paper goods	\$	
Decorations/balloons	\$	
Cooking utensils	\$	
Bowls/serving trays	\$	
Music	\$	
BBQ grills (number)	\$	
Sign in sheet w/clipboard	\$	
Name tags	\$	
Program	\$	
RSVP		
Permission slips		
Catering	\$	
Rental Equipment	\$	