

EVENT PLANNING WORKSHEET AND BUDGET

To be used for planning events of any size, at any level and all money earning projects.

Name of Event Organizer: _____

Email: _____ Phone: _____

This Event is For

- Girl Scout Daisies
 Girl Scout Brownies
 Girl Scout Juniors
 Girl Scout Cadettes
 Girl Scout Seniors
 Girl Scout Ambassadors
 All Levels

Registration Start: _____ **Registration Deadline:** _____ **Cost:** _____

How will you be handling registration? _____

Attendance numbers

Minimum # of girls _____ # of adults _____

Maximum # of girls _____ # of adults _____

note: ensure that the number of girls and adults attending meet current girl/adult safety ratio recommendations.

Please provide a brief description of your event and planned activities: _____

Is this event a money earning activity? Yes No

Are there contracts associated with this event? Yes No

If Yes, have the contracts been approved by council? Yes No

All events must have a flier. Please submit your flier with this form.

INCOME					<i>Estimated Income</i>	<i>Actual Income</i>
Fees	\$ _____	x	# of Girls _____	=	\$ _____	\$ _____
	\$ _____	x	# of Adults _____	=	\$ _____	\$ _____
Other	_____			=	\$ _____	\$ _____
				Total	\$ _____	\$ _____

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EXPENSES

					<i>Estimated Expenses</i>	<i>Actual Expenses</i>
Food	\$ _____	x	# Participants _____	=	\$ _____	\$ _____
Programming Fees.....					\$ _____	\$ _____
Marketing/Printing Costs.....					\$ _____	\$ _____
Volunteer Recognition.....					\$ _____	\$ _____
CC Processing Fee.....					\$ _____	\$ _____
Medical Supplies.....					\$ _____	\$ _____
Activity Supplies.....					\$ _____	\$ _____
Equipment Rental (Latrines, Canoes).....					\$ _____	\$ _____
Transportation.....					\$ _____	\$ _____
Site Fee.....					\$ _____	\$ _____
Extra Insurance.....					\$ _____	\$ _____
Other.....					\$ _____	\$ _____
Other.....					\$ _____	\$ _____
					Total	
					\$ _____	\$ _____
					Variation	
					\$ _____	\$ _____

To ensure you have enough income to cover expenses, determine the cost per girls. Be sure to factor in expenses such as: building usage/site rental, DJ, patches, food, craft supplies etc. Always base your income/expense on the minimum number of participants needed to cover the event.

What is the minimum number of participants you would need to make this event break even? _____

What will you do if your registration falls below the above minimum paying participants?

- Cancel Event
 Re-Structure Budget
 Open event to other Service Units
 Cover with SU funds (SU Events)
 Cover with Troop funds(Troop Events)