

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	\$	