EVENT PLANNING WORKSHEET TROOP 536

WHAT - Event Name: _____

Why (Descride the event): _____

_____

_____

_____

Where and When : _____

_____

Cost or Fees: _____

Money Due Date: _____

Who's Going:

What to Bring: _____

_____

Duty Roster Due Date: _____

Menu Plan Due Date: _____

Other Troop or Patrol Goals: _____

_____

_____

Notes: _____

_____

_____

Adults Going:

Tour Plan Completed Date: [_____]