

# Event-Planning Worksheet<sup>4</sup>

Event selected: \_\_\_\_\_ Date set: \_\_\_\_\_

Event team members:

	Name	Phone	Parish
1. Team leader:	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

(Use reverse side for additional names.)

Projected attendance: Youth \_\_\_\_\_ + Adults \_\_\_\_\_ = Total \_\_\_\_\_

Projected expenses: \_\_\_\_\_ Projected income: \_\_\_\_\_

## **Important information about the event**

1. Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip code: \_\_\_\_\_

Additional contacts:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. Assignments

Person: \_\_\_\_\_ Task: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____

## 3. Additional resources (persons or organizations):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<sup>4</sup> Handout 11-G

4. Materials and equipment (sources for needed items):

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5. Other information pertinent to the event (e.g., admission price):

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6. Post-event evaluation:

Attendance: Youth \_\_\_\_\_ + Adults \_\_\_\_\_ = Total \_\_\_\_\_

Income \_\_\_\_\_ - Expenses \_\_\_\_\_ = Net profit or loss: \_\_\_\_\_

Suggestions for improving the event:

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