

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 Date: _____ Registration Deadline: _____ Cost: _____

How will you be handling registration? _____

Attendance Numbers

Minimum # of Girl Scouts _____ **# of adults** _____ **Maximum # of** Girl Scouts _____ **# of adults** _____

Note: Ensure that the number of Girl Scouts and adults attending meet [current Girl Scout /adult safety ratio recommendations](#).

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

Is this event a money-earning activity? Yes No If yes, please turn in a [Money-Earning Activity Application](#)

Are there contracts associated with this event? Yes No
 If Yes, have the contracts been approved by council? Yes No

Is this event open to non-Girl Scout attendees? If yes, please purchase [additional insurance](#). Yes No

If this a service unit event, are you accepting financial assistance? Yes No

If yes, the [financial assistance grant requests](#) need to be submitted at least 15 business days prior to the event date. If your event is open council-wide, consider [requesting to have it listed on our event calendar](#).

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

[For branding tips and flyer templates, check out our website.](#)

Income				<i>Estimated Income</i>	<i>Actual Income</i>
Fees	\$ _____	x # of Girl Scouts	_____ =	\$ _____	\$ _____
	\$ _____	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				\$ _____	\$ _____
Credit Card 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 Girl Scout. 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)



If this is a service unit event, don't forget to consult with the the service unit treasurer about receipts and final event ledger!