

**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**

	<b>Budget</b>	<b>Timeline</b>
Invitation/flyer/envelope (with map)	\$	
Postage	\$	
Program Printing	\$	
Labels Printed	\$	
Mailing Date		
Agency brochures	\$	

**Special Events Checklist and Budget**

<b>Item</b>	<b>Budget</b>	<b>Done</b>
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	\$	