

Troop 54
Event Planning Worksheet

Scout Coordinator: _____ Leader Coordinator: _____

Event Type: Single Event Day Trip Short Term Camp Long Term Camp

Event: _____ Event Time: _____

Main Activity at This Event: _____

Event Date: _____ or Season For This Event: Spring Summer Fall Winter

Event/Venue Location/Address: _____

Event/Venue Phone # _____

Event/Venue Contact Person & Phone # _____

From Scout Hall, Estimated Travel Time: _____ Estimated Mileage: _____

Mode of Transport: (Check all that apply) Foot Car/Van/Truck Train Boat Plane

Lodging Required: No Yes Type Available: Tent Cabin Dorm Hotel/Motel

Estimated Cost Per Scout: _____ Estimated Cost Per Adult: _____

Discounts or Cost Breaks Available: No Yes _____

Cost Includes: _____

Chaperone Policy: No Yes Chaperone Ratio: _____ Scouts to Each Adult.

Reservation Required: No Yes Date Reservation Due By: _____

Deposit Required: No Yes Deposit Due By: _____

Deposit Payment Method Accepted: Cash Check Credit Card

Cancellation Penalty: No Yes Penalty: _____

Last Day For Cancellation, Before Penalty is Incurred: _____

Reservation Made By: _____ Date: _____

Deposit Made By: _____ Date: _____

Deposit Payment Method: Cash Check, Check #. _____ Credit Card

Confirmation Number: _____

Special Instructions or Information: _____

