

Event Coordinator Worksheet

Event: _____

Date(s): _____

Location: _____

Contact: _____

Address: _____

Phone: _____

Fax: _____

Email: _____

Web site: www. _____

Cost: _____

Tour Permit filed: ___/___/___ local or National

Notes:

Who's going:

	Scout Name	Paid	Consent Form	Adult Name	Paid	Consent Form	Drive
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Event Report & Critique

Please fill this form out upon completion of the event. Future groups who may plan the same or a similar activity will use this form. The type of information requested is to answer the same questions that you asked yourself when planning this event.

Event: _____ Date(s): _____

Location: _____

Contact: _____

Address: _____ Phone: _____

_____ Fax: _____

Email: _____

Web site: [www.](#) _____

Total Event Cost: \$ _____ Estimated Cost: \$ _____ \$ Collected _____

How much did we charge? _____ per Scout _____ per Adult

Attendance: ___ Scouts / ___ Adults

Event Coordinator(s):

Lodging:

Menu:

Good Points / Bad Points / What would you do different next time:

Attach any Flyers, Maps, Pamphlets, etc. to form.