EVENT PLANNING

Event: **Date:**

Location: **Budget:**

Checklist/Timeline		
Timeframe	**Activity**	**Person(s) Responsible**
4 Weeks	Determine & book location	
	Determine planning committee	
3 Weeks	Plan Food	
	Plan Activities	
	Plan Decor	
	Prepare Schedule	
	Prepare Flier	
	Prepare sign-up genius	
2 Weeks	Distribute sign up & flier	
	Set up FB event	
	Inventory pack gear/supplies	
	Pack necessary Pack 27 gear	
	Prepare volunteer checklist	
1 Weeks	Send remind (sign up & flier)	
	Buy/restock pack gear	
	Buy food	
	Buy activity supplies	
Day Of	Set up Event	

Food, Activity, & Décor Planning
Activities/Games

EVENT PLANNING

Event: **Date:**

Location: **Budget:**

Activities	Shopping List

Decor

Food/Beverage	Shopping List

Food/Beverage

Food/Beverage	Shopping List

EVENT PLANNING

Event: **Date:**

Location: **Budget:**

Shopping List

Item	Number needed	Budget Cost:	Actual Cost	Person(s) Responsible
Total:		**$**	**$**	

Note: For reimbursement, receipts must be provided to Pack 27 treasurer.

EVENT PLANNING

Event: **Date:**

Location: **Budget:**

Schedule Planning	
Date:	
7a	
8a	
9a	
10a	
11a	
12a	
1p	
2p	
3p	
4p	
5p	
6p	
7p	
8p	
9p	
10p	

EVENT PLANNING

Event: **Date:**

Location: **Budget:**

"Day Of" Assignments

Set Up

Task	Person(s) responsible

During Event

Task	Person(s) responsible

Tear Down

Task	Person(s) responsible

EVENT PLANNING

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Pack Gear Checklist

Yes	No	Cooking Gear
○	○	3 burner stove
○	○	2 burner stove
○	○	Griddle
○	○	Grill box
○	○	12" dutch oven (2)
○	○	12" cast iron skillet (2)
○	○	Stock Pot (large)
○	○	Stock Pot (medium)
○	○	Stock Pot (small)
○	○	Hot Pot
○	○	Kettle (2)
○	○	Large Cutting Board
○	○	Small Cutting Board
○	○	Pearing Knife
○	○	Chef Knife
○	○	Utility Knife
○	○	Grill fork
○	○	Grill Spatula
○	○	Grill tongs
○	○	Colander
○	○	Mixing Bowls (L,M,Sm)
○	○	Measuring Cups
○	○	Measuring Spoons
○	○	Spatula (solid)
○	○	Spatula (slotted)
○	○	Spoon (solid)
○	○	Spoon (slotted)
○	○	Stirring spoons
○	○	Ladle
○	○	Whisk
○	○	Tongs
○	○	Pasta Spoon
○	○	Can Opener
○	○	Pizza Cutter
○	○	Cheese grater
○	○	Veggie peeler
○	○	Kitchen scissors
○	○	Pot holders
○	○	Oven mits

Yes	No	Storage Gear
○	○	Large Ice Chest
○	○	Small Ice Chest
○	○	Water cooler
○	○	Water cooler
○	○	Trash Bin
○	○	Recycle Bin

Yes	No	Cleaning
○	○	Steramine
○	○	Dish scrub brushes
○	○	Scrubbing pads
○	○	Dish soap
○	○	Bus tubs (3)
○	○	Dish towels
○	○	Dish rags
○	○	Clorox wipes
○	○	Hand wipes
○	○	Papertowels
○	○	Aluminum foil
○	○	Saran wrap
○	○	Parchment paper
○	○	Gallon bags
○	○	Quart bags
○	○	Snack bags
○	○	Hand sanitizer
○	○	Trash bags
○	○	Toilet Paper

Yes	No	Disposable Goods
○	○	Plates (Qty: _____)
○	○	Bowls (Qty: _____)
○	○	Food Trays (Qty: _____)
○	○	Cold cups (Qty: _____)
○	○	Hot cups (Qty: _____)
○	○	Spoons (Qty: _____)
○	○	Forks (Qty: _____)
○	○	Knives (Qty: _____)
○	○	napkins (Qty: _____)
○	○	Dutch Oven Liners (Qty: _____)

Yes	No	Other Gear
○	○	Propane Cylinder (3)
○	○	Lantern (3)
○	○	Propane Tree (3)
○	○	Mantels (Qty: _____)
○	○	Stakes
○	○	Mallet
○	○	Matches
○	○	Lighter
○	○	Firestarter
○	○	Firewood
○	○	Marshmallow Sticks (6)
○	○	Frisbees
○	○	Canopies (4)
○	○	8 foot table (2)
○	○	6 foot table (2)
○	○	4 foot table (1)
○	○	Camp Kitchen
○	○	Hand warmers (Qty: _____)
○	○	
○	○	

Yes	No	General Food
○	○	Cooking oil/spray
○	○	Salt
○	○	Pepper
○	○	All purpose seasoning
○	○	Hot chocolate
○	○	Coffee
○	○	Cream
○	○	Sugar
○	○	Lemonade

EVENT PLANNING

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Stop	Start	Continue

Notes: