

EVENT PLANNING

dget:

Event:	Date
Location:	Bud

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



Location:

EVENT PLANNING

Date:

Budget:

Shopping List					
ltem	Number needed	Budget Cost:	Actual Cost	Person(s) Responsible	
Total		\$	\$		

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



Date:

7a

8a

9a

10a

11a

12a

1р

2p

Зр

4p

5р

6р

7р

8р

9р

10p

EVENT PLANNING

Event:		Date:
Location:		Budget:
	Schedule Planning	



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Date:

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"Day Of" Assignments						
Set Up						
Task	Person(s) responsible					
During Event						
Task	Person(s) responsible					
Tear Down						
Task	Person(s) responsible					



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	Pack Gear Checklist							
Yes	No	Cooking Gear	Yes	No	Storage Gear	Yes	No	Other Gear
0	0	3 burner stove	0	0	Large Ice Chest	0	0	Propane Cylinder (3)
0	0	2 burner stove	0	0	Small Ice Chest	0	0	Lantern (3)
0	0	Griddle	0	0	Water cooler	0	0	Propane Tree (3)
0	0	Grill box	0	0	Water cooler	0	0	Mantels (Qty:)
0	0	12" dutch oven (2)	0	0	Trash Bin	0	0	Stakes
0	0	12" cast iron skillet (2)	0	0	Recycle Bin	0	0	Mallet
0	0	Stock Pot (large)			,	0	0	Matches
0	0	Stock Pot (medium)	Yes	No	Cleaning	0	0	Lighter
0	0	Stock Pot (small)	0	0	Steramine	0	0	Firestarter
0	0	Hot Pot	0	0	Dish scrub brushes	0	0	Firewood
0	0	Kettle (2)	0	0	Scrubbing pads	0	0	Marshmallow Sticks (6)
0	0	Large Cutting Board	0	0	Dish soap	0	0	Frisbees
0	0	Small Cutting Board	0	0	Bus tubs (3)	0	0	Canopies (4)
0	0	Pearing Knife	0	0	Dish towels	0	0	8 foot table (2)
0	0	Chef Knife	0	0	Dish rags	0	0	6 foot table (2)
0	0	Utility Knife	0	0	Clorox wipes	0	0	4 foot table (1)
0	0	Grill fork	0	0	Hand wipes	0	0	Camp Kitchen
					p. 1			Hand warmers (Qty:
0	0	Grill Spatula	0	0	Papertowels	0	0)
0	Ō	Grill tongs	Ō	O	Aluminum foil	0	0	
0	0	Colander	Ō	O	Saran wrap	0	0	
	_	Mixing Bowls	_	_		_	_	
0	0	(L,M,Sm)	0	0	Parchment paper	0	0	
0	0	Measuring Cups	O	0	Gallon bags	0	0	
0	0	Measuring Spoons	0	0	Quart bags	0	0	
0	Ö	Spatula (solid)	Ö	0	Snack bags	0	Ō	
0	Ö	Spatula (slotted)	Ö	Ö	Hand sanitizer	Ö	Ō	
0	Ö	Spoon (solid)	Ö	Ö	Trash bags	Ū		
0	Ö	Spoon (slotted)	Ö	Ö	Toilet Paper			
0	Ö	Stirring spoons	Ū	Ū	ronet raper			
0	Ö	Ladle	Yes	No	Disposable Goods	Yes	No	General Food
0	Ö	Whisk	0	0	Plates (Qty:)	0	0	Cooking oil/spray
0	Ö	Tongs	Ö	Ö	Bowls (Qty:)	Ö	Ö	Salt
0	0	Pasta Spoon	Ö	0	Food Trays (Qty:)	Ö	0	Pepper
0	0	Can Opener	0	0	Cold cups (Qty:)	0	0	All purpose seasoning
0	0	Pizza Cutter	Ö	0	Hot cups (Qty:)	Ö	0	Hot chocolate
0	0	Cheese grater	0	0	Spoons (Qty:)	0	0	Coffee
0	0	Veggie peeler	0	0	Forks (Qty:)	0	0	Cream
0	0	Kitchen scissors	0	0	Knives (Qty:)	0	0	Sugar
0	0	Pot holders	0	0	napkins (Qty:)	0	0	Lemonade
ľ	9	TOUTION	0		Dutch Oven Liners (Qty:	0		Lemonade
0	0	Oven mits	0	0)			
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Stop	Start	Continue

Notes: