



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

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[illegible]

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

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



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



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



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Stop

Start

Continue

Notes: