

# EVENT PLANNING CHEAT SHEET

Customize to fit your needs.



**YOUTH  
MINISTRY**  
Episcopal Diocese of the  
Central Gulf Coast

## EVENT PLANNING CHEAT SHEET

### BASIC DETAILS

Event name: \_\_\_\_\_

Event date: \_\_\_\_\_

Location: \_\_\_\_\_

Major event coordinators: \_\_\_\_\_ & \_\_\_\_\_

Minimum # of students: \_\_\_\_\_

Maximum # of students: \_\_\_\_\_

Departure time/event begins: \_\_\_\_\_

Return/parent pickup time/event ends: \_\_\_\_\_

### COSTS

Venue/lodging cost total: \_\_\_\_\_ divided by minimum # of students = \_\_\_\_\_

Cost of meals/person: Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Number of meals:                      x \_\_\_\_\_                      x \_\_\_\_\_                      x \_\_\_\_\_

Meal totals per person:                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

Transportation total cost: \_\_\_\_\_ divided by minimum # of students = \_\_\_\_\_

Band/speaker total cost: \_\_\_\_\_ divided by minimum # of students = \_\_\_\_\_

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Extra activities/games total: \_\_\_\_\_ divided by minimum # of students = [REDACTED]

T-shirt cost per student: [REDACTED]

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## COSTS, CONT.

Are adults paying? Yes \_\_\_\_\_ No \_\_\_\_\_

If not, add green boxes together: \_\_\_\_\_

Multiply by number of adults needed: \_\_\_\_\_

Divide by minimum number of students = \_\_\_\_\_

ADD ALL GREEN BOXES TOGETHER: \_\_\_\_\_

Multiply by 10% for incidentals and you have your total cost per student \$ \_\_\_\_\_

## RECRUITING

Maximum # of students: \_\_\_\_\_ divided by 6 = \_\_\_\_\_ + 2 more = \_\_\_\_\_

**Recruit this number of adults (do not cheat)**

When are the training dates for your leaders? \_\_\_\_\_

**Again, do not cheat on this, they need training, good thorough training.**

All adults should be recruited 1 month before training occurs. **DATE:** \_\_\_\_\_

## PROGRAMMING

**What retreat guide, curriculum, small group guide etc. will be used?** \_\_\_\_\_

**Worship flows:** Have these agreed upon with speaker and band by 2 weeks before event.

**DATE:** \_\_\_\_\_

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**Event schedule finalized 2 months before event.** (It is helpful for each day you have an event to add two 15 minute “catch up” windows per day in your schedule in case you get off track. These allow you to catch up and not have to cut any part of your event short.)

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## COMMUNICATION

**Announcement of event and registration date:** At least 6 months prior to the event. This announcement should be made in at least 5 forms. **DATE:** \_\_\_\_\_

**Registration opens:** At least 2 months before the event. **DATE:** \_\_\_\_\_

**Registration closes:** 2 weeks before event (do not make exceptions, this will allow you to prepare better and be ready for event) This should also be your NO REFUND DATE.

**DATE:** \_\_\_\_\_

**Packing list:** Should be on your website and emailed to parents at least two weeks before event. **DATE:** \_\_\_\_\_

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