Customize to fit your needs.



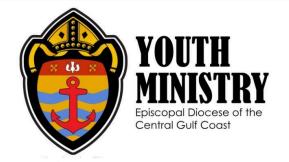
EVENT PLANNING CHEAT SHEET

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: BreakfastLunchDinner
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 =
Provided by
AAA MINISTRY

ARCHITECTS

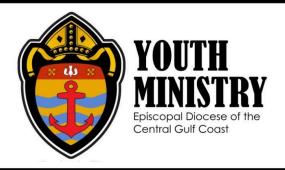
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Extra activities/games total:	divided by minimum # of students =
-	
T-shirt cost per student:	



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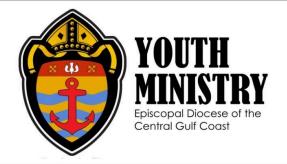


Worship flows: Have these agreed upon with speaker and band by 2 weeks before event. DATE:
What retreat guide, curriculum, small group guide etc. will be used?
PROGRAMMING
All adults should be recruited 1 month before training occurs. DATE :
When are the training dates for your leaders? Again, do not cheat on this, they need training, good thorough training.
Recruit this number of adults (do not cheat)
Maximum # of students: + 2 more = + 2 more
RECRUITING
Multiply by 10% for incidentals and you have your total cost per student \$
ADD ALL GREEN BOXES TOGETHER:
Divide by minimum number of students =
Multiply by number of adults needed:
If not, add green boxes together:
Are adults paying? Yes No
Costs, cont.

Provided by

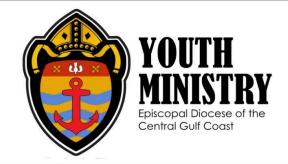


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COMMUNICATION

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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