

# Crew Outing Plan

**Outing:** \_\_\_\_\_

**Date(s):** \_\_\_\_\_

**Location:** \_\_\_\_\_ **Reservations made:** \_\_\_\_\_ **Due Date:** \_\_\_\_\_

**Transportation:**

Transportation needed: \_\_\_\_\_ Number of seats needed: \_\_\_\_\_

Additional gear space needed?: \_\_\_\_\_ Are drivers confirmed?: \_\_\_\_\_

Due Date: \_\_\_\_\_

**Activities:**

What will be done on the trip?

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**Crew Materials:**

What Crew Gear is needed?: \_\_\_\_\_

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Is new Crew Gear needed?: \_\_\_\_\_

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Have you talked to the Quartermaster?: \_\_\_\_\_

Other Materials Needed: \_\_\_\_\_

\_\_\_\_\_

Do these materials add transportation needs?: \_\_\_\_\_

\_\_\_\_\_

Due Date: \_\_\_\_\_

**Meals:**

Breakfast:

Lunch:

Dinner:

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Breakfast:

Lunch:

Dinner:

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Due Date: \_\_\_\_\_

**Cost:**

Lodging Fees: \_\_\_\_\_ Grocery Costs: \_\_\_\_\_

Activity Costs: \_\_\_\_\_ Supply Costs: \_\_\_\_\_

Total: \_\_\_\_\_ Number attending: \_\_\_\_\_ Per Person Cost: \_\_\_\_\_

Due Date: \_\_\_\_\_

Signatures: Activity Chair: \_\_\_\_\_

Crew President: \_\_\_\_\_ Crew Advisor: \_\_\_\_\_