

# Event Planning Worksheet

Event to be Undertaken:

Beach Trip

Event Objective:

- Fish
- Eat
- Play
- 1st or 2nd wk of May
- C Safety
- Take 80-50 students (+1 per 10) chaperone

Event Leader:

WREN + SAVANNAH

Event Work Flow—Defining the Tasks to be Done

3 estimates

- Fish
- where are we fishing?
  - how much does it cost? (fishing + lic)
  - how far is it?
  - how many people can go?
  - how much time to fish?

- Eat
- where are we eating?
  - how much does it cost?
  - can it sit 80-50 people
  - how far from pier?

- BUS
- how many?
  - do we pay for parking? how much?
  - mi/per gallon?

Safety check list

Event timeline with dates, task sequence, and milestones:

2/11 - call info w/ Invoice of cheapest needed.  
5/1-5/14 - trip to beach  
April - car wash + food

Assigning of tasks to particular local section members (and student affiliates, other technical society members, etc., if applicable):

Event budget with estimated total cost and/or line items (out of pocket):

Due 2/11

What funding sources and in-kind support is available?

Who is likely to participate in this Event? How will we announce it to them, solicit their participation?

Students, Parents  
Teachers,

Risks of Event and plans to mitigate identified risks:

SOPAN

How will the Event be evaluated?

Form created by Dani + Carlos

After completion of the Event, 1) document what went well and 2) what you would do differently next time.

1.)

2.)