**EVENT**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUMMARY**:

**BREAK-DOWN OF TASKS**:

* xxx

**ITEMS NEEDED AND ANTICIPATED COSTS**: .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Detail** |  | **Expense** | **Income/ donation** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total |  |  | $ | $ |

**TOTAL PROJECT COSTS/ FUNDS RAISED**: The costs in this section should tie back to the net in the above section. Total deposits would include any cash or check payments made for things like admissions or fundraisers.

|  |  |
| --- | --- |
| Total deposits | $ |
| Total costs | $ |
| **Net** | **$** |

**STAFFING/ VOLUNTEERS NEEDED**: Include a list of human resources/ volunteers needed to put on the event. Include a summary of what each volunteer will be doing and when each volunteer will be needed.

* xxx

**VENDORS**: Include a list of all external resources needed to put on the event. Include the name of the company, the key contact person, address, phone number and any other relevant information. The cost of the vendor should be included in the estimated costs section of this plan.

* xxxx.

**DONORS**:

* xxxx

**PHYSICAL LAYOUT/PLANS**: .

Parents line up at the goal post near the scoreboard.

**BAD WEATHER PLAN**:

**LESSONS LEARNED/ CHANGES FOR NEXT YEAR**:

* xxx.

**ATTACHMENTS**