

EVENT MANAGEMENT FORM

EVENT NAME: _____

START TIME: _____ **END TIME:** _____

START DATE: _____ **END DATE:** _____

PLACE: _____

COST: _____

CONTACT PERSON: _____ **REGISTER BY:** _____

What to bring: _____

Required forms: _____

BSA Health Form: YES NO

Required training if needed: _____

Staff option: YES NO Cost: _____

Food to be served: YES NO Cost: _____

Please list menu or description:

T-shirts: YES NO Cost: _____

T-shirt sizes (i.e. Youth small to Adult XL): _____

PLEASE ATTACH FLYER or do you need one made? YES NO

Please list Merit Badge course, times & fees on separate sheet.

OTHER/NOTES:

Event registration requested by: _____ Date: _____

Approved by: _____ Date: _____