

**Event Planning Form**

**Title of Event:** ……………………………………………………………………………………………………………..

|  |
| --- |
| Outline of event and objectives including links to the programme: |
| Proposed Date: |
| Venue: |

Potential Numbers:

|  |  |
| --- | --- |
| Young Members |  |
| Adult Members |  |

Potential Costs

|  |  |
| --- | --- |
| Hire of Venue |  |
| Travel for Participants – e.g. coaches organised |  |
| On Site Activity Costs |  |
| Hire of Equipment |  |
| Materials for Activities |  |
| Catering |  |
| Volunteer Expenses: Travel, Tea/Coffee |  |
| Total |  |

|  |  |  |
| --- | --- | --- |
| Anticipated charge per Young Member |  |  |
| Anticipated charge per Adult Member |  |  |

Minimum Numbers to ensure a viable event:

Young Members

Adult Members (leaders)

Is a Deposit required from the County to secure the venue?

The County Finance Committee will:

* Confirm viability
* Propose a timescale for deposits and a cut-off date for numbers
* Specify the process for collecting fees e.g. one payment per Division and for paying

expenses.

* A specific expenses form will be supplied.
* Make a recommendation to the County Executive on whether to proceed

Please send completed form to the Chair of the County Finance Committee.

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