



# EVENT PLANNING WORKSHEET

## Squadron/Unit Details:

Squadron/Unit/POC:

Requested Event Date/Time:

Squadron or Unit Expected Number of Guests:

## Unite Event Objectives:

Event Goals? (Why does the squadron/unit want to plan a unit cohesive event? List any potential unit challenges):

## Event Selection:

Event Choice/Location? (Unit POC should provide facility's full name, including GPS address for off base facilities):

## Event Specifics:

How will unit cohesion, teambuilding and morale be achieved? How does this event meet unit objectives?

Food Budget (selection and cost w/ cost responsibility)

## Budget/Costs:

Activity budget and actual costs

## Signatures:

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Squadron Commander

Date