NOVA SCOTIA COUNCIL

EVENT PLANNING FORM



NAME OF EVENT:

DATE OF EVENT:

Date Prepared:

Prepared By:



EVENT CONTACT DETAILS

|  |  |
| --- | --- |
|  |  |
| NAME: |  |
| ROLE: |  |
| GROUP: |  |
| EMAIL: |  |
| PHONE: |  |

EVENT TEAM CONTACT DETAILS

|  |  |  |
| --- | --- | --- |
| NAME | ROLE ON TEAM | EMAIL |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

EVENT SUMMARY

EVENT NAME: DATE: RAIN DATE:

|  |  |  |
| --- | --- | --- |
|  |  |  |
| LOCATION: | ESTIMATED YOUTH: | ESTIMATED ADULTS: |
|  |  |  |
| DESCRIPTION OF THE EVENT: | | |
|  | | |

FINANCIALS

|  |  |  |
| --- | --- | --- |
| **Revenue** |  | NOTES: |
| Fees |  |  |
| Donations |  |  |
| Other |  | *Please Specify:* |
| **Total** |  |  |
|  |  |  |
| **Expenses** |  |  |
| Camp Rental |  |  |
| Food |  |  |
| Badges |  |  |
| Equipment |  |  |
| Other |  | *Please Specify:* |
| **Total** |  |  |
|  |  |  |
| **NET PROFIT** |  |  |

|  |
| --- |
| WHAT’S THE GO / NO GO DECISION? WHAT’S THE BARE MINIMUN ATTENDANCE? |
|  |

BANKING

Will monies go through a group account or the Council account?

*If it’s a Council Event then it must go through the Council account.*

Ensure the Council HST number is displayed on the registration form as well.

SAFETY

Please attach the Risk Management plan for this event.