



Event Planning Form

Name of Event: _____

Lead Planner: _____

Proposed Date(s) of Event: _____

Description of Event:

Purpose of Event: Educational Social Fundraising Other: _____

Expected Attendance: _____

Advance Money or Requested Budget Amount: _____

To be Used For: _____

Special Requests or Needs (example: use of the PayPal reader for credit card payments, tents, grill):

How will leftovers (extra food, unsold items, etc.) be dealt with?

Note: Any event that involves sales or collection of money must have three people count the money – Rosedale Garden Finance or Leadership representative, the Lead Planner, and one other person over the age of 18 who was not involved with money collection at the event. Money must be submitted to Finance within three days of the event.

Date Request Submitted: _____

Approved / Rejected? Reason:

Date Planner Notified: _____

Phone/Email/In-Person?

Actual Attendance: _____