



WORKSHEET: CRAFT

EVENT NAME: _____

THE BASICS			
Date		Promo / Graphics	YES / NO / MAYBE
Time		Room Bookings	
Location		# of Volunteers	
Total Budget		Extra:	
Total Cost Per Student		Extra:	

PROMOTIONAL WRITE-UP: _____

SUPPLIES NEEDED: _____

BUDGET = \$ _____ divided by # _____ Students = Cost Per Student = \$ _____ Use this space to work out the numbers
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WORKSHEET: CRAFT (3-1-3-1 Plan)

3 Months – <i>Planning and Booking</i>	1 Month – <i>Advertising Window</i>
3 Weeks – <i>Resource Collection</i>	1 Week – <i>Final Preparations</i>

Day of Event – Set-up
Event – During the Event
After Event – Clean-Up and Follow-Up