|  |  |  |  |
| --- | --- | --- | --- |
| **Event:** |  | **Event Date:** |  |
| **Event Location:** |  | | |
| **Event Chairman:** |  | **Phone#:** |  |
| **Staff Advisor:** |  | **Phone#:** |  |
| **Council:** |  | **District:** |  |

**Participation Summary:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **# Staff:** |  | **# Adult Staff:** | |  | | **# Youth Staff:** | |  |
| **# Participants:** |  | **# Adults:** | |  | | **# Youth** | |  |
| **# Adults:** |  | **# Scouters:** |  | | **# Parents:** |  | **# Other:** |  |
| **# Cub Scouts:** |  | **# Scouts:** |  | | **# Crew:** | 0 | **# Sea:** |  |
| **# Other Youth** |  | **<11:** |  | | **11-18:** |  |  |  |

**Participant Fees:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Early Bird Fee:** | **Regular Fee:** | **Late Fee:** |
| **Scout:** |  |  |  |
| **Adult:** |  |  |  |
| **Staff:** |  |  |  |

**Budget Summary:**

|  |  |
| --- | --- |
| **Income:** |  |
| **Expenses:** |  |
| **Profit/Loss:** |  |

|  |  |  |
| --- | --- | --- |
| **Income** | **Amount** | **Sub Total** |
| **Sponsorships** |  |  |
| **Staff** |  |  |
| **Participants** |  |  |
| **Misc** |  |  |
| **Other** |  |  |
| **Total Income** |  |  |
| **Expenses** |  |  |
| **Printing** |  |  |
| **Awards/Patches** |  |  |
| **Supplies** |  |  |
| **Equipment** |  |  |
| **Food** |  |  |
| **Other** |  |  |
| **Total Expenses** |  |  |
| **Total Profit** |  |  |

**Signatures:**

|  |  |  |
| --- | --- | --- |
| **Event Chairperson** | **Staff Advisor:** | **Council/District Activities** |
|  |  |  |
| Printed: | Printed: | Printed: |

**Key Highlights/Notes:**

|  |
| --- |
|  |

**Staff Roster:**

|  |  |
| --- | --- |
| **Youth – Count:** | **Adults – Count:** |
|  |  |

**Participant Roster:**

|  |  |
| --- | --- |
| **Youth – Count:** | **Adults – Count:** |
|  |  |

**Sponsors:**

|  |  |  |
| --- | --- | --- |
| **Name** | **Level** | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total Sponsorships |  |  |