

Event-Worksheet for Day Trips (2 pages)

Name of Day Trip: _____ Event Date: _____

Trip Leader/s: _____ Phone# _____ Email: _____

_____ Phone# _____ Email: _____

Departure **START** Time: _____ Return **END** Time: _____

Brief Summary of event: _____

Maximum Group Size: _____ Member Cost per Person: \$ _____ Guest Cost per Person: \$ _____

Motor Coach/Bus Size: 38 _____ 56 _____ 81 _____ Self Drive _____

Anticipated expenses

Actual expenses

Cost charged per person _____

Actual revenue _____

Actual gain or loss _____

DESTINATION SITE #1: _____

Address: _____ State: _____ ZIP: _____

Contact Name and Title: _____

Phone#: _____ Email: _____

Arrival Time: _____ Departure Time: _____ Type of payment: Check _____ Credit Card _____

Note: ALL office needs an invoice to process a check payment 4 weeks prior to event date.

Deposit Required: \$ _____ Deposit Due Date: _____ Final Payment: \$ _____

Final Payment Due Date: _____ Date of Final Number of Participants Due: _____

DESTINATION SITE #2: _____

Address: _____ State: _____ ZIP: _____

Contact Name and Title: _____

Phone#: _____ Email: _____

Arrival Time: _____ Departure Time: _____ Type of payment: Check _____ Credit Card _____

Note: ALL office needs an invoice to process a check payment 4 weeks prior to event date.

Deposit Required: \$ _____ Deposit Due Date: _____ Final Payment: \$ _____

Final Payment Due Date: _____ Date of Final Number of Participants Due: _____

DESTINATION SITE #3: _____

Address: _____ State: _____ ZIP: _____

Contact Name and Title: _____

Phone#: _____ Email: _____

Arrival Time: _____ Departure Time: _____ Type of payment: Check _____ Credit Card _____

Note: ALL office needs an invoice to process a check payment 4 weeks prior to event date.

Deposit Required: \$ _____ Deposit Due Date: _____ Final Payment: \$ _____

Final Payment Due Date: _____ Date of Final Number of Participants Due: _____

INFORMATION FOR FLYER:

Date to be ready for ALL office: _____ Date to be mailed/emailed: _____

Deadline Date for signups: _____

Make sure to include details: menu, activity level, handicap access, amount of walking, rain or shine, etc.:

Committee Member filling out form: _____