

Checklist: Event Planning - The Price is Right

Review this list to make sure you receive the best possible evaluation outcome for your work. If you have question as your teacher.

	Did I remember to...	Did I Remember?
1	Research and use training materials to learn as much about spreadsheets and formulas as you could?	
2	View the example rough budget that gives a good idea about how your budget could look?	
3	Research online ALL the possible things you should consider when planning an event like this and include them in the budget?	
4	For values impossible to know exactly make an educated GUESS for \$\$\$ value and are you prepared to justify that value with your teacher? (find backup or close examples)	
5	Use formulas in your spreadsheet that you learned in the video resources? Make sure you indicate these to your teacher when possible.	
6	Figure out how many tickets must be sold?	
7	Did you figure out how much tickets must cost?	
8	Did you figure out how much each act will be getting paid?	
9	Did you figure out the rough cost of medical tent staff, security police, washrooms, and parking staff?	
10	Did you figure out roughly how much you think selling food and drink, memorabilia, and bussing options will bring in during the event?	
11	DID YOU FIGURE OUT IF YOUR EVENT WILL MAKE MONEY?	
12	Figure out how much money you will lose or make total and present that to your teacher with the budget?	
13	Make a note that a good budget is the single most important part of running an event because losing money is not an option in today's economy?	
14		
15		
16		
17		
18		
19		
20		