

## **EVENT PLANNING WORKSHEET**

POC & C3 Discussion Date:	
Squadron/Unit Details:	
Squadron/Unit:	
Squadron/ Unit POC & contact phone number:	
Requested Event Date/Time:	
Squadron or Unit Expected Number of Guests:	
Unite Event Objectives:  Event Goals? (Why does the squadron/unit want to plan a unit cohesive event? List any potential unit goals and challenges):	
Event Selection:  Event Choice/Location? (Unit POC should discuss and get approval from squadron/unit leadership before final selection):	

Event Specifics: How will unit cohesion, to	eambuilding and morale be	achieved? How does this event meet	unit objectives?
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Motivational Speaker (Y	/N…explain w/ cost respon	sibility)	
Music (Y/N…explain w/	cost responsibility)		
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Transportation (how will	the participants arrive? G	OV; POV's)	
Food Selection (selectio	n and cost w/ cost respons	sibility)	
Jnite Funds reques	ited:		
Ć17 FO V Novels and fatter			
\$17.50 X Number of atten	ndees: Number of attendees:		
33 FOOD and beverage x i	Number of attendees		
Signatures:			
Unit POC	Date	Unit Commander	Date

## **Event Objectives examples**

Work on a team-building exercise
Develop a new skill or competency
Improve physical fitness
Increase morale, comradery, or esprit de corps
Promote interaction between unit members
Provide opportunity for fun or relaxation
Reinforce peer, unit/squadron, or Air Force corps values