

Worksheet

Planning the Best Picnic Ever



DATE OF PICNIC		TIME OF PICNIC	
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GUESTS		TOTAL NUMBER OF GUESTS	
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Ages 10 and below	_____	What activities do your guests enjoy?
Ages 11-18	_____	Anyone with special food needs?
Adults	_____	Anyone who has difficulty walking?
Seniors	_____	Anyone who can't tolerate heat/humidity?

BUDGET		TOTAL AMOUNT WE PLAN TO SPEND	
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	%	Amount	Budget notes
Food	_____	\$ _____	
Beverages	_____	\$ _____	
Rentals	_____	\$ _____	
Decorations	_____	\$ _____	
Entertainment	_____	\$ _____	
Other	_____	\$ _____	

CATERING	Yes?	No?	Caterer
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THEME

Decorations	_____
Entertainment	_____
Other	_____

VENUE

Parking?	_____	Cooking facilities?	_____
Tables & chairs?	_____	Handicapped accessible?	_____
Restrooms?	_____	Inclement weather plans?	_____
Electrical hook-ups?	_____	Local ordinances/venue rules?	_____
Garbage cans?	_____	Other notes:	_____