

FIELD EVENT EVALUATION SHEET

DATE

EVENT

ENTRY FEE

EXPECTED PARTICIPATION

DESCRIPTION (state a brief summary of the event, its purpose, our intended return on investment, etc)

ITEMS NEEDED (circle any items that are not provided by the host)

GRILL	HANDWASH	TENT	PAN-CARRIER	BANNER	TABLE	TABLE SOCK
COOLER	INSURANCE	BoH Cert	SQUARE-READER	VAN	OTHER	

PLANNED MENU and ASSOCIATED COSTS (including labor)

ESTIMATED COST OF PARTICIPATION

ESTIMATED DIRECT RETURN on INVESTMENT

ADDED TO CALENDAR
CERTIFICATE of INSURANCE