

Youth Education Council Event Worksheet

Workshop Title:

YEC Coordinator(s):

Event Details	Information	Notes
Event Date		Optional Date:
Event Description		
Instrument(s) Pipes/Drums/Tenor/Bass		
Participant Fee	\$	
Facilitator #1 (Name)		Cell:
email		Fee: \$
Pmt type: PayPal, Venmo, check	Account:	Date Paid:
Confirmation email Sent	Date:	
Handouts: Yes/No	Date Received:	<i>*Advise need 10 days prior</i>
Facilitator #2 (Name)		Cell:
email		Fee: \$
Pmt type: PayPal, Venmo, check	Account:	Date Paid:
Confirmation email Date		
Handouts: Yes/No	Date Received:	<i>*Advise need 10 days prior</i>
* Payment by check: email WUSPBA Treasurer *If Payment by Paypal or Venmo, Contact Jeff Mann		
Facilitator Contacted	Date: Call or email	
Facilitator Confirmed	Date:	
Facilitator - <i>*1 week prior reminder</i>	Date:	

R2 Sports: <i>(TBD??)</i>	Info emailed:	
<i>* 5 weeks prior</i>	Date Input into R2:	
Workshop Flyer: <i>* 5 weeks prior</i>	Email to Advisors: <i>Jen/Martha</i> <i>(Double Check Information)</i>	Date:
Email to Press: <i>* 4 weeks prior</i>	<i>Sue Jacobi/Kim</i>	Date:
Email to Social Media	<i>Amelia</i>	Date:
Reminder Email <i>* 2 weeks prior</i>	CC Advisors: <i>Jen/Martha</i>	Date:
Email to Press:	<i>Sue Jacobi/Kim</i>	Date:
Email to Social Media	<i>Amelia</i>	Date:
Participants Emailed <i>* 2 days prior to event</i>	Zoom link, handouts, Contact Information	Date:
Evaluation Sent <i>* promptly at end of event</i>		Date: (Day of event)
Participant Total	Attended:	
Participant Total paid	Paid:	
Total Participant Fees Collected A	\$	
Net Costs	Instructors: \$	
	Materials: \$	
B	Sub Total: \$	
A - B =	Total: \$	