



SimplySocialKids®

www.simplysocialkids.com

EVENT PLANNER

EVENT INFORMATION

Outing:

Organizer:

Organizer Cell:

Outing Address & Phone:

Food Served?

Check for allergies:

DATE:

TIME:

TIME COMMITMENT:

NOTE

If weather dependent

Alternative
date/time:

OTHER INFO TO KNOW:

Driving distance:

Does parent stay?

Cost for event

Are tickets needed? If so, who buys the tickets?

Call facility for large parties

Are there plans before and/or after? If so, what and where?

How many people are going?

Coordinate meeting spot at facility

List of guest cell #'s

Any a other considerations?



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GUEST LIST

NAMES/CELL

ATTENDING?

NOTES