

# Event Planning Worksheet



**LARIMER COUNTY**  
COLORADO STATE UNIVERSITY  
EXTENSION

\*\*\* Please submit a tentative agenda for your event with this form to the Larimer County Extension Agent prior to you event for approval. \*\*\*

1525 Blue Spruce Drive  
Fort Collins, Colorado 80524-2004  
(970) 498-6000  
FAX: (970) 498-6025  
www.larimer.org/ext

**Name of 4-H Club/Group:** \_\_\_\_\_

**Name of Organizer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Event Title:** \_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_

**Estimated Cost- (\$/participant):** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\*\*\* **If Event is not at The Ranch or Extension Office:**

**Property Owner Name:** \_\_\_\_\_

**Property Owner Phone Number:** (\_\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Event Purpose/ Desired Educational Outcome:** \_\_\_\_\_



Colorado State University, U.S. Department of Agriculture and Colorado counties cooperating.

Extension programs are available to all without discrimination.

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## How Will This Event be Funded?

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### Participants:

Will this event be available to people outside 4-H?  YES  NO

Are there any age restrictions?  YES  NO

### Requirements for Participation:

- Examples: Follow 4-H Code of Conduct, Active Larimer County 4-H Member in Good Standing, etc.
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### Housing Specifics (If Needed-i.e. where (personal or private property), chaperone plan, etc.)-

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(FOR OFFICE USE ONLY)

The above information has been:  Approved  Denied

Extension 4-H Professional Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Comments:

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