

# Purchase Planning Sheet

—Use this sheet as a guide during your planning process.

## Event Information

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

## Items to Purchase

Store	Item	Qty	Price/Item	Total Price
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$
			\$	\$

**Total Cost: \$** \_\_\_\_\_