The Event Details and Family Commitment Sheet

Check the event before promising the outing.

Free entry and a complete family plan are separate questions.

Example: the organizer confirms free entry with required registration. The family waits for confirmation and plans travel and meals separately.

01 Verify the event

Use the organizer's actual current information.

Event and organizer source

Date, time and location

Audience or suitability question

Old or missing detail to resolve

02 Check the entry

Record what is confirmed rather than assumed.

Exactly what entry includes

Registration or eligibility rule

Actual confirmation received

Entry question awaiting answer

The Event Details and Family Commitment Sheet / Review & follow-through

03 Plan the household duty

The adult arrangement must fit the real day.

Responsible adult and care plan

Travel and return arrangement

Other commitment to preserve

Confirmed cost and unknown cost

04 Set and review the decision

An outing promise needs a completed plan.

Optional purchase decision

Actual go or hold decision

Attendance and actual spending

Detail to check earlier next time