

TAMPA ELKS #708 - LODGE EVENT WORKSHEET

Date: _____

TO: Theresa Matthews, ER

FROM: _____

ATTN: Secretary/Treasurer
(Member issues, Finances, Budgets, etc.)

ATTN: House Committee
(Operations including kitchen, bar, scheduling, functions, calendar)

ATTN: Board of Trustees
(Budgets, Lodge structure, building & property)

ATTN: Other (Specify)

Event: _____

Contact: _____ Phone _____ Email _____

Contact: _____ Phone _____ Email _____

Date/Location (Lounge/Hall) _____ Time Start/End: _____

Budgeted (Yes / No) Budget _____ Proposed Budget _____ Seed Money _____

Ticket Cost (and discounts if any) _____

Estimated Attendance _____ Adults _____ Children _____ RSVP Deadline _____

E-blast Dates _____ Flyers posted by _____ Elksize deadline: 15th of month prior to event

Staff

Caterer (Name & Telephone) _____

Volunteers/Employees: Prep _____ Cooks _____ Bartenders _____

Cocktail _____ Servers _____ Bussers _____ Dishwasher _____

Food and Beverage

Menu: _____

Special Meals (Vegetarian/Allergies): _____

Food Orders: _____ Cost _____

Alcohol Requests (Champagne/Liquor) _____

Entertainment/Ceremonies

Band/DJ/Officiator (Name & Telephone) _____ Cost _____

Media Coverage (Yes or No) Media Contact Name/Telephone _____

Notice no later than: _____

Additional Information:

