

## EVENT FORM

Type of Event: e.g. hike, kayak, dance, banquet, picnic, On Snow, camping, racing, ski instruction etc.

Event Date (s)

Event Time:

Price for members:

Total Cost: (itemize each cost on a separate word doc if necessary)

Time line (s) needed to set up event:

Committee chair persons or event leaders include volunteers/prospective members etc

Activity Kayaking, Hiking, Dancing etc

Event Address, city, state, zip code: e.g. restaurant locations or bike, hike, departing location: (this is needed in the event a participant wishes to use map Quest/GPS for directions)

Entertainment: Name of Band/ DJ/ and contact phone numbers

Event Attire: e.g formal or semi formal

Misc information you'd like to share to help "the next" person who will run this event: e.g. who ran this event before you, things you did differently than previous event leader, quantities of food you needed, number of attendees.

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