



## Event Registration Request

**EVENT ORGANIZERS MUST COMPLETE & SUBMIT TO LODGE PRES. FOR APPROVAL**

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

Event Goal: \_\_\_\_\_

Event Organizer: \_\_\_\_\_ Role: \_\_\_\_\_

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1. Event Admission Price: \_\_\_\_\_
2. Estimated Event Receipts: (# attending x admission price) \_\_\_\_\_
3. Estimated Event Costs: (to be completed by Lodge Officers) \_\_\_\_\_
4. Event Start & End Times: \_\_\_\_\_
5. Target Audience: (Check ALL that apply) Members \_\_\_\_ Non-Members \_\_\_\_ Children \_\_\_\_
6. Space(s) Required: (Check ALL that apply) Banquet Hall \_\_\_\_ Bar/Lounge \_\_\_\_ Bocce Courts \_\_\_\_
7. Food Requirements: Sit Down Meal \_\_\_\_ Buffet \_\_\_\_ Other \_\_\_\_\_
8. Menu: **MUST BE DISCUSSED WITH FUNCTION MANAGER 2 WEEKS PRIOR TO EVENT**  
\_\_\_\_\_
9. # of Volunteers Required: \_\_\_\_\_
10. Other Details: (Check ALL that apply) Raffle Tickets \_\_\_\_ Lottery Tickets \_\_\_\_ Donations \_\_\_\_
11. Lodge Funds Required: (Yes/No) \_\_\_\_\_ Description: \_\_\_\_\_

**LODGE OFFICERS TO SUBMIT TO MEDIA COMMITTEE UPON APPROVAL**

LODGE OFFICER APPROVAL BY \_\_\_\_\_ DATE \_\_\_\_\_



EVENT ORGANIZERS TO REVIEW WITH MEDIA COMMITTEE IMMEDIATELY AFTER APPROVAL

## EVENT ACTION ITEMS & DUE DATES:

Action Item	Responsible Party	Due Date
1. Provide event details to Media Committee	Event Organizer(s)	_____
2. Initiate email blasts and website posting	Media Committee	_____
3. Print & post outdoor & indoor event signage	Event Organizer(s)	_____
4. Post event on Social Media (i.e. Facebook)	Media Committee	_____
5. Post notices at local businesses/Solicit donations	Event Organizer(s)	_____
6. Notify local media (i.e. Eagle Tribune)	Media Committee	_____
7. Periodic follow up email blasts	Media Committee	_____
8. Other Requirements _____		
_____		