

OCEANO/FIVE CITIES ELKS LODGE # 2504 EVENT FORM

Please complete form entirely and turn into Governing Body for approval

Event: _____ Date of Event: _____

Event Chair: _____ Theme _____

Volunteers & Employees _____ # of tickets to sell _____ (in tables of 8) # of Total Meals _____

Draw or attach table set-up on back of sheet. Assigned Seating? Y N # of Tables _____
(Your Committee is responsible for table set-up and clean-up)

Meal: _____

Type of Dessert? N Y What type? _____

Ticket price determined by Governing Body Ticket Price \$ _____

Governing Body Approval _____ **Date** _____

Notes: _____

Advertisements: Event must be approved before the following items can be posted

Posters _____ # Flyers _____ # Table Toppers _____ Date _____

Timeline – Cocktail Hour: _____ Dinner: _____ Awards/Band _____ End Time _____

Information for Office to complete

Is it open to the Public? N Y (If Yes, please complete liquor license check request) Date _____

Is there a band or music? N Y Name _____ Cost \$ _____

Check Request completed _____

Do you need linens orders? N Y Date Needed _____ Date Ordered _____

Table Cloths: Round or Long Tables Color(s) _____

Napkin Color _____

Chairman is responsible for decorating crew setup and removal

Volunteer Coordinators Information: (Please enter number of each you need below so chairperson and schedule)

Greeter _____ Opportunity Draw _____ Food Prep _____ Servers _____ Clean-Up _____ Other _____

OFFICE STAFF ONLY:

Copies of form to: Clam Tide _____ Office _____ Bar _____ Kitchen _____