

Oceano/Five Cities Elks Lodge #2504 Event Form

Please complete form entirely and turn into House Committee 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 setup and clean up)

Meal: _____

Type of Dessert? No YES what type _____

Ticket price determined by House Committee Ticket Price \$ _____

House Committee Approval _____ Date _____

House committee please leave in minutes books for office staff

Notes: _____

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

Posters _____ # Flyers _____ #Table Toppers _____ Date Needed By: _____

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

Information for Office to complete:

Is it open to the Public? No ___ Yes ___ *(If Yes, Please complete Liquor License check request)* Date: _____

Is there a band or music? YES NO Name: _____ Cost \$ _____

Check Request Completed _____

Do you need linens ordered? YES NO Date Needed _____ Date Ordered _____

Table Cloths Round or Long Tables Color: _____

Napkins 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 _____ 50/50 Raffle _____ Food Prep _____ Servers _____ Clean-Up _____

OFFICE STAFF ONLY:

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

Revised 7/2016

The earlier the event gets approved, The sooner you will get your event advertised.