

# EVENT PLANNER

**Date of Event**

**Name of Event**

**Time:**

**From**

**To**

**Which Group Running Event**

**Legion**

**Auxiliary**

**Son's**

**Riders**

**Chair Person**

**Co-Chair**

**Tel.**

**email:**

**Tel.**

**email:**

**Set Up Crew:**

**YES**

**NO**

**Clean Up Crew:**

**YES**

**NO**

**ENTERTAINMENT:**

**YES**

**NO**

**Size of Group/Entertainer Name:**

**Is Food Being Served:**

**YES**

**NO**

**Is Kitchen Being Used:**

**YES**

**NO**

**What's on the Menu?**

**Tickets Sold "In-Advance"**

**YES**

**NO**

**CUT-OFF Date for Ticket Purchase:**

**To Benefit**

**LEGION**

**AUXILIARY**

**SON'S**

**RIDERS**

**CHARITY**

**Name of Charity:**

**Description of Event/Price:**

**Pre-Event Price:**

**At-Door Price**

**Will Group Supply Flyer?**

**YES**

**NO**

**Flyer Assigned to Planning Committee:**

**Tickets?**

**YES**

**NO**

**Approved by Planning Committee**

**YES**

**NO**

**Signed 2<sup>nd</sup> VICE**

**Date:**

**Date:**