

EVENT REQUEST FORM, rev. 2/12

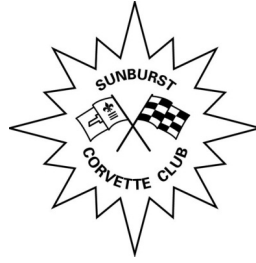
1. Event Name _____
2. Chairperson(s) _____
contact phone # _____
3. Event Type _____
4. Event Date & Time _____
5. Event Location _____
6. Please give article or flyer for newsletter & website.

(for board use only)

Date Received _____ Initials _____

Date Approved _____

NCCC Sanction # (if any) _____



EVENT REQUEST FORM CHECKLIST, rev. 2/12

1. Obtain and read the Event Request Form, so you'll know what information the Board will want.
2. Work with the Board to look at the club calendar and choose a date, this will prevent conflicts with other events, you can talk with the President and Vice President at a meeting for example, they'll be glad to help.
3. Write an article or make a flyer for your event, this is a draft document with a tentative date(s).
4. Give or send the Event Request Form and article/flyer to the President (or a board member).
5. It will be voted on at the next board meeting (2nd Wed. each month, double check the club calendar on the website), it would be helpful if you could attend and talk about your event.
6. Once approved by the board, the date will be official, and the date and article/flyer will be put on the website and in the newsletter.
 - 1.) You can send a group email to the members (if desired).
 - 2.) At the next membership meeting (1st Thur. each month)
 - A. Speak to the members about your event
 - B. Make and bring a sign-up sheet (if needed).

THANK YOU FOR PLANNING AN EVENT FOR OUR CLUB!

It's members like you that keep things interesting and fun for our members.