

AACA LER Policies and Procedures

CLUB ACTIVITY WORKSHEET – INDOOR EVENT

This worksheet is used to provide a brief description of a club event or activity that you are hosting, including costs, date(s), timeframes, speakers, destinations, routes and miles, meals, etc.

Name:	Address:
Phone:	Email:
Event Name:	
Proposed Date:	Time:

Describe your objective for this event: _____

GENERAL QUESTIONS:

Is there a speaker? _____ If so who? _____	
Does the speaker require a donation / stipend? _____ If so, how much _____	
What time is the presentation / demonstration? _____	
Where will this event be held? _____	
What is the estimated cost of this event to members & guests? _____	
Are there any deadlines to confirm? _____ If so, what? _____	
Is a deposit required? _____ If so, how much? _____	
Are reservations required? _____ If so, who will take them? _____	
What club expenses can be expected? _____	
Do you need any special equipment?	
Computer Hookup	Screen
Podium / Microphone	Other:
Can the flyer for this event be ready three months in advance of the event date, for publication in the newsletter and the website? _____ If so, when? _____	
This form submitted by: _____	

ACTIVITY CHAIR CONTACT INFORMATION

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