

AACA LER Policies and Procedures

CLUB ACTIVITY WORKSHEET – OUTDOOR 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 Co-Host for this event? If so, who? _____
 If this is a driving tour? If so, where is the starting and ending location and route? _____

How long is the drive? _____
 Are there stops along the way? _____
 What restaurants, if any? _____

Provide cost estimates, including tax and tip for all event costs. Be specific (list each, e.g. meals, tours, speakers, bar tender, equipment rentals, miscellaneous costs)

Who is the point of contact at the venue? _____
 Who is the point of contact at the restaurant? _____
 Will an instruction sheet for the tour be provided? And if so, who will provide it? _____
 For longer tours, is a mid-tour rest stop planned? _____
 Is this event fully handicap accessible? _____

How much lead time is needed? _____
 Is a deposit required? If so, how much and when? _____
 Is there a maximum capacity at any of the facilities? _____
 Is there adequate parking especially for antique vehicles, condition of parking lot and is there handicap parking at each stop? _____
 What is the condition of the roadways to be traveled? _____
 Are there any deadlines to confirm for reservations, etc.? _____
 Who will be taking the reservations? _____
 Will tables, chairs, tents be needed? Who is making these arrangements? _____
 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? _____

Use back of form if extra space is needed for details.

ACTIVITY CHAIR CONTACT INFORMATION

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