



EVENT PLANNING

Complete the form and email it to Qcsingles40plus@gmail.com for Board Approval.

Name of Event:	
Event Chairman:	
Co-Chairman:	
Board Contact: (name and phone)	
Event Start Date:	
Event Price:	
Event address and City:	
Venue Contact:	
Members Only:	
Will Quad City Singles 40 Plus banner be used?	
Additional information for Website or Newsletter	

OTHER INFORMATION

Will guest be required to make a reservation?	
Will reservation be guaranteed?	
Payment?	
Can reservation be cancelled?	
Will payment be returned?	
Who is responsible for reservation?	
Are tickets required?	
What promotion/advertising do you feel is required for this event?	

Chairperson Responsibilities "At the Event"

Chairperson must attend the event they are chairing. Unless there is a legitimate reason to be absent. Then they should try to get someone to take their place,	Greet new/prospective members
Introductions of prospective members to members	Hand out name tags if required.
Available for questions or issues	Communicate with location management to make sure Quad City Singles 40 Plus have handled their responsibilities.

EVENT PLANNING

Budget

Description	Amount		
Room			
Food			
Advertising			
Decorations			
Music			
Contract Required?			
Transportation			
Other Costs (Describe)			
Total Expenses	\$ 0.00		