

BACLV EVENT PLANNING GUIDE

FOR:

*Picnic Breakfasts, Lunches, or Dinners
At Parks*

HOST(S): _____

1. GENERAL

Event Title: _____

Date of Event: _____

Times of Event: _____

Location of Event: _____

Suitable for Club Cars: Yes _____ No _____

Special Instructions for Members:

2. LOCATION COORDINATION

Name of Park Point of Contact (POC): _____

POC Phone Number: _____

Address of Event: _____

Directions to Event: _____

Capacity of Designated Picnic Area: (always plan for, and require, min capacity of 50 pers.) _____

Restrictions Required by Park: _____

Inclement Weather Plan / On-site Facility: _____

Parking:

Adequate Capacity at Park: Yes _____ No _____

Nearby Parking: Yes _____ No _____

Well Lit: Yes _____ No _____

5. COMMITTEE COORDINATIONS

Treasurer:

- | | | | | |
|---|-----------|-------|-----|-------|
| 1. Request for funds to cover supplies/menu items | Completed | _____ | N/A | _____ |
| 2. Request for funds to produce event flyer | Completed | _____ | N/A | _____ |
| 3. Other budgetary needs, i.e. awards, etc | Completed | _____ | N/A | _____ |

Fundraising:

- | | | | | |
|--|-----------|-------|-----|-------|
| 1. Amount of fundraising to be added to cost | Completed | _____ | N/A | _____ |
| 2. Costs for guests | Completed | _____ | N/A | _____ |
| 3. Raffle | Completed | _____ | N/A | _____ |

Webmaster:

- | | | | | |
|--------------------------------|-----------|-------|-----|-------|
| 1. Posting of event to website | Completed | _____ | N/A | _____ |
| 2. | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

Publicity:

- | | | | | |
|---|-----------|-------|-----|-------|
| 1. Publicity requirements outside of club | Completed | _____ | N/A | _____ |
| 2. | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

Awards:

- | | | | | |
|------------------------------|-----------|-------|-----|-------|
| 1. Awards required for event | Completed | _____ | N/A | _____ |
| 2. | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

Membership:

- | | | | | |
|----|-----------|-------|-----|-------|
| 1. | Completed | _____ | N/A | _____ |
| 2. | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

Advertising:

- | | | | | |
|----|-----------|-------|-----|-------|
| 1. | Completed | _____ | N/A | _____ |
| 2. | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

Newsletter:

- | | | | | |
|------------------------------|-----------|-------|-----|-------|
| 1. Photo coverage | Completed | _____ | N/A | _____ |
| 2. Event article for Spanner | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

Club Liaison:

- | | | | | |
|----|-----------|-------|-----|-------|
| 1. | Completed | _____ | N/A | _____ |
| 2. | Completed | _____ | N/A | _____ |
| 3. | Completed | _____ | N/A | _____ |

6. BOARD APPROVAL

NOTE: Event must be approved not later than the Board Meeting prior to the General Membership Meeting just preceding the event

Date: _____

Approval: _____

Amendments: _____

7. FINAL COORDINATING REQUIREMENTS (in order listed)

Flyer Produced (min qty is 50): Completed _____

Final Check with park: Completed _____

General membership meeting presentation Completed _____

8. POST EVENT REVIEW (attach separate sheet if necessary)

Things that went right: _____

Things to improve next time: _____

Number RSVPs received _____

(mandatory information. Coordinate with Awards Chair)

Comments: Attach separate sheet if necessary

9. CLOSEOUT

Re-inventory supplies, notate shortages, provide to Events Chair. Completed _____

Forward this completed form to Events chair. Completed _____

Attach copies of paperwork related to the event. Completed _____

Attach copy of event flyer or letter. Completed _____

Prepare short article on the event for the Spanner. Forward to Editor. Completed _____