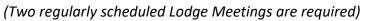
Elk Lodge #9 Event Proposal & Reporting Form

Whenever possible... Please allow 4 weeks for Event approval





Title of Event:							
Host	Committee:						
Main	Contact:	Phone Number:					
	:						
		Times for Event:					
		Estimated Volunteer Hours:					
	npleted by House Committee:		-				
	Reservation proposed to BOD: //	_ Date Floor Pr	oposal/Approval://				
	ppleted by office:						
Date	budget approved:/_/ Approved	Budget: \$	dget: \$ Day of expenses: \$				
Pre-E	vent Logistics & Procedures:						
0	Is this event on-site?	☐ Yes	□ No				
0	Will you need to reserve the hall?	☐ Yes	□ No				
0	Will a key(s) be needed for day of sales?	☐ Yes	□ No				
0	Is an online store item requested?	☐ Yes	□ No				
0	Event fee(s)/amount(s) \$						
0	Is this a pre-pay event?	☐ Yes	□ No				
0	Is attendance limited? If yes, max #:	☐ Yes	□No				
0	Is there a cut-off date for sign-ups?	☐ Yes	□ No				
	If yes, what is the date:						
0	Are tickets/reservations sold in advance?	☐ Yes	□ No				
	If yes, Office Staff will prepare an event in Tock						
0	Is a Sign-in sheet needed for day of?	☐ Yes	□ No				
0	Will Raffle tickets or 50/50 be sold?	☐ Yes	□ No				
	What will the cost/ticket be:						
	Office will prepare a Cash bag(s)						
0	 Will payment of 'Day of Expenses' requested? (Catering, DJ, Band, etc.) 						
	☐ Yes ☐ No						
_	If yes, Office will prepare reimbursement voucher for Floor approval - process detailed in #2 on page 2						
0	Will you need the lodge open early for set-up		□ No				
	If yes, is staff needed for early for service?	☐ Yes	□ No				
	If yes, what time:						
0	Estimated number of attendees:						
0	Does the event necessitate a non-smoking request? ☐ Yes		□ No				

** Your committee is responsible for proposing budget items on the floor **

** The House Committee will propose all room reservations on the floor **

Methods Expense Disbursements:

- The Lodge credit card and tax-exempt letter are to be used for purchases directly related to the event. The card and tax letter are available from the office. Return card and receipts promptly;
- Retain and turn in ALL receipts for expenditures related to the event for which reimbursement will be requested;
- Payment of 'Day of Expenses' (catering, band, DJ, etc.) are NOT to be paid out of 50/50 or other cash collected the day of event;
- o To request check for 'Day of Expenses':
 - 1. Following 1ST approval of Event and 'Day of Expenses', Host Committee contact to advise Office immediately that a reimbursement voucher is requested;
 - Name of Payee and amount due to be emailed to <u>elkslodge9@yahoo.com</u>;
 - 2. Office will prepare voucher for approval (2ND) by Lodge floor at next regularly scheduled meeting authorizing check preparation;
 - 3. Once voucher is approved, Office will prepare check for signature and advise Committee head how/where to retrieve check for day of payment;
- Any other special request/needs, please let the office know.

1. Public Relations Committee Approval

- Once approved by Lodge floor, send pg. 1 of Event Proposal by email to elkslodgenine@gmail.com.
 - Subject: "Event Your Committee Name";
 - Body: Any details you need included on flyers, calendar, online store, etc. as well as how any "net proceeds" or "percentage of proceeds" will be used;
- Event will be added to Lodge calendar and membership advised;
- PR Committee will work with you to create any flyers you need;
- Once approved, the Communications Committee will print & post flyers;
- Unauthorized flyers will be removed.

Post-Event Logistics:

- 1. Report on Event is required by Host Committee at the next regularly scheduled Lodge Meeting (attendance, financials, etc.)
 - The 'Recording Charitable Programs and Events' details what, why and how the event should be document.
 - Use the 'Charitable Data Sheet' report to collect and document Elk participation, attendance and financial status of the event
 - The 'Charitable Data Sheet' will be submitted to the Lodge Secretary following report to the Lodge Floor.
- 2. Expense reimbursement for events will not be authorized if above event process and documentation is not followed.
- 3. Expense reimbursements for events from cash proceeds of the event are strictly prohibited.
- 4. All collected funds resulting from Event activities (raffle, 50/50, tickets, items sold, etc.) must be turned into Lodge on the Event day
- 5. Prepare basic Event Profit & Loss detailing Total Income and Sources, Total Expenses, Net Proceeds. Please notate any Floor approved check requests for event beneficiaries.

Process Summary:

- Step 1 Complete and use Pg.1 of Event Proposal to inform the office and House Committee of your proposed event *four weeks prior to event date whenever possible*.
- Step 2 House Committee proposes room "rental" on lodge floor. (approved or rejected)
- Step 3 Your Committee proposes budget for the event on lodge floor. (approved or rejected)
- Step 4 After floor approval, Committee sends email to elkslodgenine@gmail.com with subject line "Event Your Committee Name" and attach completed page 1 of Event Proposal along with all pertinent information needed to create flyers and add event to website/calendar/happenings;
- Step 5 Collaborate with PR Committee on the flyer they are creating for you.
- Step 6 Event held.
- Step 7 Recap event at next regularly scheduled Lodge meeting and file charitable data sheet report with Lodge Secretary.