

# MARION ELKS EVENT FORM

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date and Time of Event \_\_\_\_\_

Contact Person and Phone Number \_\_\_\_\_

Elks Cost(s) for the Event \_\_\_\_\_

If Yes, date approved by House/Lodge Committee \_\_\_\_\_

Will there be Food? **Yes** **No**

If YES, who will provide the food? \_\_\_\_\_

If Elks will supply the food what needs to be ordered? **Date Order is needed by:** \_\_\_\_\_

(Food will need to be ordered a week prior to event.)

## List of Food needed and quantities

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Do you need cooks, if so how many? \_\_\_\_\_

How many bartenders are needed for the event? \_\_\_\_\_

Any special beverage requests? \_\_\_\_\_

Will there be sponsors for the event? **Yes** **No**

Do you need volunteers? **Yes** **No** If YES, how many? \_\_\_\_\_

Will there be tickets sold? **Yes** **No** If YES **Pre-sale** **Door/Entry** **Ticket Cost**

Will there be a clean up crew? **Yes** **No** If YES, how many? \_\_\_\_\_

Will you create Paper Flyer and/or Event for FB? **Yes** **No**

If YES, please provide the flyer to Dee for display on the TV/s and Sign.

Do you need access to the building/lake property? **Yes** **No** If YES, Date & Time \_\_\_\_\_

Any other special requests (Mowing, buckets, coolers, PA system, etc.)?

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## Check List:

Lodge Approval Date \_\_\_\_\_

Food Ordered Date \_\_\_\_\_

Event Flyer on Signs \_\_\_\_

Money Bag(s) \_\_\_\_

Cash Register Button \_\_\_\_