

EVENT CHAIR GUIDE

To: Event Chair
From: Tri-Chairs & The Recreation Committee
Re: Event Logistics and Procedures/Checklist

If you have any questions or need help completing the paperwork please contact the Tri-Chair person who is serving as your contact person. We are here to support you and thank you for volunteering your time.

Tri-Chair Contact for Event Chair Paperwork & Inquiries

Joann Navarro Cell: 908-334-6711 teamemg@verizon.net	January, February, March, & April Events
Jeanine Salgueiro 610-608-8537 jeaninesalgueiro@gmail.com	May, June, July, & August Events
Vinny Settapani 570-689-0551	September, October, November, & December Events

✓ **Checklist for Event Chair**

	Did I read the Information for the Event Chairperson?
	Did I complete the Pre-Event Worksheet that includes the Ticket Request Form 4- 6 weeks prior to event?
	Did I complete Money/Payment Request Form(s)?
	Did I complete the Post Event Worksheet ASAP or within 30 days? Did I include a sign in sheet?
	Did I touch base with the main office to clarify or answer inquiries?

Event Publicity & Other Needs

Do You Need . . .	Contact
a flyer made?	Sue & Mal wmack@echoes.net Tel # 610-442-5493 (please encourage checks or exact change for office ease)
this posted on Rec Facebook?	TBD
this posted on board?	Office
this on calendar?	Office
Tents?	Chuck Miller 570-689-2536
Pantry Items?	Bob Murray 908-442-4106
Help from Maintenance?	Contact John Carney in Office or via email & list needs on the back of this sheet

THESE SHEETS SERVE AS YOUR EVENT CHAIR GUIDE.

Information for Recreation Activity/Event Chairperson

1. **Publicity:** The event chairperson is responsible to relay publicity information for the event.
 - ✓ See the **Recreation Pre-Event Worksheet.**

2. **Goods in Stock @ MCH:** Check with your Tri-Chair contact person/ or our pantry person (*at least 2 weeks in advance*) if you plan to use paper goods, beer and/or soda for your event.
 - ✓ See the **Recreation Pre-Event Worksheet.**

3. **Expenses & Income:**
 - Expenses:**
 - Large expenditures, such as food for events, etc., shall be subject to the approval of the recreation Tri-Chairperson prior to signing a contract or spending money.
 - Total expenses over \$250.00 (excluding band) require the approval of Tri-Chairs.
 - Tri-Chairs must approve **cash advances** in excess of \$100.00
 - Required Checks need Tri-chair approval. Submit Money Request Sheet to Office 1 week prior to needed. Event Chair may pick up check(s) from Office. No checks can be written on a weekend or a Monday.
 - Any monies beyond budgeted expense needs approval from Tri-Chair.
 - ✓ See the **Money Request Form.**
 - Income:**
 - 50/50: Please check with Tri-Chair for tickets & Procedure
 - **You will need the name of the person who won the 50/50 for the form as the office needs this information for tax purposes.**
 - Bar donations: Include on form and keep separate from other take in money. WLE Regulations for obtaining beer must be posted.
 - ✓ See **Post Event Worksheet.**

4. **Catered Events:**
 - The Office must approve the caterer.
 - All caterers must have insurance and be bonded in order to use the kitchen in the Main Club House. A copy of insurance as per office mandates is required.

EVENT CHAIR GUIDE CONTINUED ON THE NEXT PAGE.

EVENT CHAIR GUIDE CONTINUED . . .

5. Contacting General Manager for Maintenance Requests:

- Contact/discuss with General Manager any movement or any needs in any facility. Maintenance is available to help you.
- ✓ See **Pre-event Worksheet**.

6. Opening & Closing Facilities, Pantry, Refrigerator & Freezers:

- Contact the Office for facilities to be opened & closed.
- Contact the Tri-chair for pantry and refrigerators/freezers.

7. Sign In/Check In Sheet:

- Required at door for all who attend.
- Ticketed Events: Pick up a copy of your event sheet in Office; & this may be used as a checklist for attendance.
- Non-Ticketed Events need a sign-in sheet.
- ✓ See **Sample Sign in Sheet**.

8. Event Files:

- Office holds copies of previous events for your reference.
- Tri-Chairs need a copy to document for future budget.

9. Decorations:

- Check with Tri-Chair to see what is available & where it is stored prior to purchasing new décor and/or anything that will require storage.

10. Facilities:

- **MCH & Beaver Lodge:** Tables should be cleared & kitchen cleaned and returned to initial state.
- **MCH:** Make an announcement reminding people to clean off their table & vacuum carpet (vacuum is in coat closet).

11. Event Goods/ Leftovers:

- **Dry Goods-leave in pantry**
- **Perishables-consult Tri-Chair**
-

12. Event Paperwork:

- Submit all bills/receipts with Post Event Worksheet to the Office when event is over.
- Give Tri-Chair contact person a copy of Post Event Worksheet.

13. Maximum Capacity:

- **MCH: no more than 175**

➤ **Beaver Lodge: no more than 75**

THIS FORM IS TO BE TURNED INTO THE OFFICE 4-6 WEEKS BEFORE THE EVENT.

Recreation Pre-Event Worksheet

Event: _____	Budget: _____
Date of Event: _____ Time: _____ Place: _____	Event Chair: _____ Phone # _____ Email: _____
Description of Event: 	Do you need Tickets for this event? Circle one Yes or No
Cut-Off Date: _____ <i>If you request an Extended Cut-Off: _____ Only request one extended date</i>	Adult Ticket Price: _____ Child Ticket Price: _____
Do you need table seating? Circle one Yes or No	Do you need a sign-up sheet for this event? Circle one Yes or No *SEE SAMPLE SIGN-IN SHEET IN YOUR CHAIR GUIDE.

THIS FORM/OR FORMS IS/ARE TO BE TURNED INTO THE OFFICE AT LEAST 1 WEEK BEFORE THE EVENT. *SEE BELOW FOR SPECIFIC DETAILS.

Recreation
Money/Cash Advance/payment request

date: _____

please pay: _____
(Name of Person)

amount: _____

event: _____

supplies: _____

other: _____

thank you _____

tri-chairperson's signature

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please submit at close of event or within 30 days.

recreation post event worksheet

Event: _____	Budget: _____
Date of Event: _____	Event Chair: _____ HELPERS: _____

_____ # of tickets sold in office @\$_____ per ticket =	+
_____ # of tickets sold at door @\$_____ per ticket =	+
Bar Donations Take-In <i>IF ANY or N/A</i>	+
50/50 raffle money submitted to the office	+
50/50 was paid out to _____?	
Total Event Take-In	=

Breakdown of expenses per receipt ATTACH ALL RECEIPTS	amount
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
<i>total receipts</i>	=

cash advance received	-
total expenses:	-
over or under budget	=
event take-in:	
total expenses/receipts:	
event profit or loss	=

Cash take in is to be handed to the Office. \$ _____
Copies to be filed with Tri-Chairs & Office

Sample or For Use

Sign-In for Non-Ticketed Events

(Hand in a Sign- In sheet with Post Event Worksheet)

Event: _____

Date: _____

Location: _____

Name:	Badge # or lot/section	# of people attending
Sample: Print Member Name	####	4
		Total Number Attending

Extra COPIES OF MONEY REQUESTS FOLLOW BELOW

(this is your extra sheet if needed)

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