

To: Event Chair _____

From: Tri-Chairs Frank Carrozzolo, Joanne Navarro and Anna Tavoline

Tri-Chair Contact for Event Chair Paperwork & Inquiries

Frank Carrozzolo misterc4u@aol.com	January, February, March & April Events
Joanne Navarro teamamg@verizon.net	May, June, July & August Events
Anna Tavoline atavoline@hotmail.com	September, October, November & December Events

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.



Information for Recreation Activity/Event Chairperson

1. **Publicity:** The activity chairperson is responsible to relay publicity information for for the event.

✓ See the **Recreation Pre-Event Worksheet.**

2. **Goods in Stock @ MCH:** Check with your Tri-Chair contact 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
- 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.

➤ Any vendor hired, and the cost of the event is \$600.00 or more, the vendor will need to complete a W-9. A w-9 needs to be completed for a single event of \$600.00 or more and/or \$600.00 or more for multiple events in a calendar year. The vendor will receive a 1099 from the office.

➤ The vendor will need to provide a certificate of insurance with WLEPOA listed as an additional insured or certificate holder. In lieu of a certificate of insurance the vendor can sign a hold harmless agreement.

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 Itemized Expense Worksheet to the Office when event is over.

➤ Give Tri-Chair contact person a copy of Itemized Expense Worksheet and Tally Sheet

13. Maximum Capacity:

➤ MCH: no more than 175

➤ Beaver Lodge: no more than 75

Recreation Pre-Event Worksheet

(This form is to be turned into the office 6 weeks before the event)

Event:	Budget:
Date:	
Event Chairperson:	
Event Chairperson Phone:	E-mail:

Tri-Chairperson Contact: _____

Description of Event:

Event Location: _____ **Event Time:** _____

Do you need tickets for your event?	Yes	No
If YES please fill out "Recreation Ticket Request Form"		

Publicity For Event & Other Needs

<u>Do You Need...</u>	<u>Yes</u>	<u>No</u>	<u>Contact</u>	<u>Did I Contact Point Person?</u>
a flyer made?			Sue & Mal 570-630-6057 wmack@echoes.net	
this posted to Facebook?			Kathy Solenne 570-689-4721 ksollenne@wleonline.org	
this posted on board?			Kathy Solenne 570-689-4721 ksollenne@wleonline.org	
this on calendar?			Kathy Solenne 570-689-4721 ksollenne@wleonline.org	
tents?			Paul Pogozelesk 570-689-0506 pogo1028@echoes.net	
pantry items?			Eileen McGregor 570-503-7255	
help from Maintenance?			John Carney 570-689-4721 <i>list needs on back of this sheet</i>	
Inspection	X		Eileen McGregor 570-503-7255 Call 24to 48 hrs. prior to event	

Recreation Ticket Request Form

(submit one month prior to event)

Title of Function: _____

Date of Function: _____

Time of Function: _____

Place of Function: _____

Chairperson(s) of Function: _____

Chairperson Phone Number _____

when function is over \$2,000 a second chairperson is needed

Cut-off Date: _____ Amount of Tickets to be Sold: _____

(only 1 extension for ticket cut-off as per office request)

\$ amount per adult ticket: _____ ages: _____

\$ amount per teen ticket: _____ ages: _____

\$ amount per child ticket: _____ ages: _____

special request: _____

Print Name: _____

Signature: _____

RECREATION

Money/Cash Advance/Payment Request

Date: _____

Please Pay: _____

Name of Person

Amount: _____

Event: _____

Supplies: _____

Other: _____

Thank You: _____

Tri-chairperson's Signature

Itemized Expenses

submit at close of event a.s.a.p. - limit within 30 days

EVENT: _____ BUDGET AMOUNT: _____

DATE: _____

CHAIRPERSON(S): _____

HELPERS: _____

HELPERS: _____

<u>EXPENSES</u>	attach all receipts & sign-in sheet (door)		AMOUNT:
<i>BREAKDOWN OF EXPENSES PER RECEIPT (attach additional sheet if necessary)</i>			
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SUB TOTAL RECEIPTS:		=	
CASH ADVANCE ENTERTAINMENT		=	
CASH ADVANCE FOOD		=	
CASH ADVANCE OTHER		=	
CASH ADVANCE RETURNED		=	
SUB TOTAL		=	
TOTAL			

Copies to be filed with Tri-Chairs & Office. Please attach quantities of refreshments & food purchased for future reference.

Please submit photos to Kathy in office for Newsletter - if you bring the camera she can get them from there

Final Tally Sheet

	<u>(Expenses)</u>	<u>Income</u>
Itemized Expenses Worksheet (TOTAL RECIEPTS)	()	
Tickets sold in office (adult) (_____ x \$ _____)		+
Tickets sold in office (child) (_____ x \$ _____)		+
Tickets sold at door (adult) (_____ x \$ _____)		+
Tickets sold at door (child) (_____ x \$ _____)		+
Money made from 50/50		+
Money made from Food sale		+
Bar take in		+
Other		+
Totals	()	+
Cash Advance		
Cash Advance Returned		
Total Profit or Loss for party		

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

Total Attending: _____