

Pennelofer Event Planner

Event Name	
Committee Member & Phone #	
Committee Member & Phone #	
Date of Event	
Event Description	
Event Location	
Budget	
Costs	
Proposed Cost to Members	
Proposed Cost to Non-Members	
Anticipated Income	
Anticipated Total Costs	
Other Concerns	
Flier should be ready to go the month before the event.	
Be sure to have someone to run the 50/50 the night of the event.	
Scheduled Presentation to Council	
Follow-up to Council	