



Event Planning

The purpose of the attached form is to assist Committee Chairmen in planning and executing activities/events.

Each activity/event is expected to break even. If advance reservations are required, it is preferred to have each member make his/her check for the event payable directly to the vendor. All checks should include the name of the event and member's current membership card number. To reduce workload and costs for mailing, arrangements should be made for tickets to be picked up at the "Will Call" window of the venue.

It is also preferred to have checks for advance reservations mailed to Quad City Singles, Inc., P. O. Box 776, East Moline, IL 61244 (on occasion checks can be sent to a Chairperson if approved by Director/Board), which will enable monitoring of attendance to ensure that minimum attendance requirements are achieved in order to break even.

At the recommendation of a Director (and if necessary upon approval of the Board) the Treasurer may issue a check covering a deposit on a specific item for an approved event.

Before finalizing the of date event, the appropriate Director should consult the "Planning Calendar" in order to avoid conflicts in dates.

Thank you for volunteering to Chair an event for Quad City Singles 40 Plus!

Board Director:

E-Mail:

Phone:



Event Planning

Name of Event:

Event Chairman:

(Name/email/phone)

Co-Chairmen:

(Name/email/phone)

Board Contact:

(Name/Phone/Email)

Date:

(90 days lead time required for adequate publicity – one-third of our members do not have a computer!)

Event Start Time:

(& end time if applicable)

Event Price:

(If applicable)

Location:

(Venue/Street Address/City)

Venue Contact:

(Person/email/phone)

Members Only? Yes _____ No _____

(Special Instructions for Non-Members?)

Will Blue Flag be used? Yes _____ No _____

Additional Information you want on the Website and in the Newsletter:

Chairperson Responsibilities “At The Event”

- Chairperson Must Attend The Event They Are Chairing or Have a Co-Chairperson Who Will Attend
- Greet New/Prospective Members
- Introduce New/Prospective Members to QCSingle Members in Attendance
- Hand Out Name Tags (Where Required)
- Handle Any Questions/Issues That May Come Up At Event (if a Board Member is not present)
- Communicate With People Who Manage The Location/Event to Make Sure The QCSingles Have Taken Care Of All Responsibilities Agreed Upon

Costs involved with this event? – then fill out page 3 were applicable

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Form distribution (via e-mail): “Original” copy to appropriate Board Director for Approval. Board Director will indicate approval and forward approved copy to each of the following: (1) Committee Chairman (2) Communications Director for use in newsletter and on website (3) Treasurer in order to facilitate handling of reservations/cash flow/deposit requirements (4) Board Secretary for file. Note: All expense accounts, invoices, etc. are due 30 days after event.



Description/Agenda/Itinerary

Budget

(Indicate N/A if not required)

Room/Location Deposit \$_____ Total Rent _____

Contract Required? _____

Food (Description) _____

Contract Required? _____

Advertising (may be adjusted at Board discretion) _____

Contract Required? _____

Decorations _____

Music (Description) _____

Contract Required? _____

Transportation _____

(Indicate provider contact/phone)

Contract required? _____

Other Costs (Describe) _____

Total Expenses \$ _____

Estimated Attendance Required to Break even _____

Member Ticket Price \$ _____

Non-Member Ticket Price \$ _____

Maximum Attendance (if applicable) _____

Other Information:

- Will a guest at this event be required to make a reservation?
- Will reservation be guaranteed?
- How? (Check to QCS, Event Chairman's Credit card to vendor, etc.)
- Who is responsible for acknowledging reservation?
- Are tickets required?
 - Who will print the tickets?
 - Printing Cost (include of Event Expense)
 - How will tickets be distributed?
- Can a reservation be cancelled?
 - Will payment be returned?
- Under what condition(s) would event be cancelled?
 - (Lack of interest, lack of attaining breakeven point, weather, etc.)
 - Who is responsible for making that decision?
 - Who will notify persons with reservations that the event is cancelled?

What promotion/advertising do you feel is required for this event?

Beginning & Ending dates?

Submitted by: (Committee Chairperson)

Approved by: Director Name/Date (and date of Board approval, if necessary)