EVENT PLANNING CHECKLIST

vent:	Date	Time(s):
Booking of the hall with the Club Man	ager	
Addition of date to Aerie Calendar		
Venue	rental exper	nse (-)\$
Event Requirements:		
a) Advertising:		
Phone calls		
Newsletter	Mailing	
Tickets	_ Invitations _	
Expei	nse(s) for Advertisin	ng (-)\$
b) Food - co-ordination with Aeric	e Catering Chairma	n
Purchase of food	8	(-)\$
Consumption of Aerie foodstock		(-)\$
Advance of funds from the Aerie		(-)\$
Food Total		\$
c) Volunteers for cooking/hall	Tim	e
for table setup		e
for place settings		e
for serving	Time	e
for serving for bussing tables	Time	e
		e
dishwasherspot scrubbers	Tim	e
pot scrubbers	11111	c
d) Additional Personnel		() (
	e	xpense (-)\$
e) Bar – Revenue and Expenses		
Total Receipts		(+)\$
Expenses		(\ h
Bar Total		\$
Total Event Expenses		\$
Entertainment - coordination with Aei	rie Entertainment C	<u>Chairman</u>
a) Matarial		
a) Materiel		
	•	`,
b) Music - booking of band	DJ otl	ner

Date Event Chairman		
7) GROSS PROFIT/LOSS		()\$
6) TOTAL EXPENSES		(-) \$
5) TOTAL RECEIPTS		(+)\$
Decorations Total		(-) \$
Consumption of Decorations		(-) \$
Purchase of Decorations		(-) \$
4) Decorations of Venue		
Draw Total		\$
	total 50/50 receipts	(+)\$
draw time(s)		
Supplies Usedticket sellers		
50/50 Draw(s) Quantity of Dr		
draw time(s)		
ticket sellers		
total r	affle receipts	(+)\$
raffle items		
Raffle Draw(s) Quantity of Pr Supplies Used		
c) Draws:		
		(-) \$
additional equipment equipment teardown		
equipment setup	Time	
stage setup		
hours needed		