

EVENT PLANNING CHECKLIST

Event: _____ **Date** _____ **Time(s):** _____

1) Booking of the hall with the Club Manager

Addition of date to Aerie Calendar _____
Venue _____ rental expense (-)\$ _____

2) Event Requirements:

a) Advertising:

Phone calls _____ Poster(s) _____
Newsletter _____ Mailing _____
Tickets _____ Invitations _____
.....**Expense(s) for Advertising** (-)\$ _____

b) Food - co-ordination with Aerie Catering Chairman

Purchase of food (-)\$ _____
Consumption of Aerie foodstock (-)\$ _____
Advance of funds from the Aerie (-)\$ _____
Food Total \$ _____

c) Volunteers for cooking/hall _____ Time _____
for table setup _____ Time _____
for place settings _____ Time _____
for serving _____ Time _____
for bussing tables _____ Time _____
dishwashers _____ Time _____
pot scrubbers _____ Time _____

d) Additional Personnel

_____ expense (-)\$ _____

e) Bar – Revenue and Expenses

Total Receipts _____ (+)\$ _____
Expenses _____ (-)\$ _____

Bar Total \$ _____

Total Event Expenses \$ _____

3) Entertainment - coordination with Aerie Entertainment Chairman

a) Materiel _____
.....expense for materiel (-) \$ _____

b) Music - booking of band _____ DJ _____ other _____

