



# Pre Event Requirements

Proposed Date \_\_\_\_\_

Chairperson \_\_\_\_\_

Telephone/eMail \_\_\_\_\_

Co-Chair \_\_\_\_\_

Telephone/eMail \_\_\_\_\_

Budget \$ \_\_\_\_\_

Board Approved \_\_\_\_/\_\_\_\_/\_\_\_\_

## Notification:

- 3 mos details to Newsletter
- 3 mos details to Webmaster
- 1 mos details to Public Relations
- Postcard Notification ( cost is \$ 100 - 125 + labor,printing)

## Narrative:

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<p><b>Event:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Annual Meeting</li><li><input type="checkbox"/> Awards Dinner</li><li><input type="checkbox"/> Christmas Party</li><li><input type="checkbox"/> Irish Fest</li><li><input type="checkbox"/> Picnic</li><li><input type="checkbox"/> ½ way to St Pats</li><li><input type="checkbox"/> Golf Outing</li><li><input type="checkbox"/> Cultural</li><li><input type="checkbox"/> Scholarship</li><li><input type="checkbox"/> Other _____</li></ul>
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<p>Details on:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Who</b></li><li><input type="checkbox"/> <b>What</b></li><li><input type="checkbox"/> <b>When</b></li><li><input type="checkbox"/> <b>Where</b></li><li><input type="checkbox"/> <b>Why</b></li><li><input type="checkbox"/> <b>How</b></li></ul>
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