



Event Planning Submission

1. Is this an official Sanctioned Event or a Member Added Event?

2. What is the event?

3. When is the event?

4. Where is the event?

5. What times (start/ end)? Is there a schedule?

6. Name of the host(s)

7. Is there an associated cost (ticket cost, gate cost, seat cost)?

8. Do members need to RSVP?

9. What is the activity level (easy, moderate, hard)?

10. Additional comments

To be completed by the Planning Committee:

_____ Approved

_____ Form completed and emailed to Secretary?

_____ Invite posted to Facebook?

_____ Added to website calendar?

Event Planning Submission Process:

Events of either type need to have an event form completely filled out and the information emailed to our group email address.

Events need to go into the FB group as an invite, not just a post. The invites need to include everything on the form above. This will manage head count.

Approved Events will be added to the calendar on the PP website.

Events should be planned 30-90 days out.

Terms:

Sanctioned vs. Member Added -

Sanctioned means approved by the Board, added to the group calendar, and hosted by a Board or Committee member.

Member-Added events are informal, can be forwarded events, are not Board or commit approved, and are not hosted. They can be added to the calendar if submitted 2-4 weeks before the event. Member-Added events are 1X or a forward of another event already happening.

Reoccurring Events repeat regularly.

Examples of Reoccurring Sanctioned Events

Pot Lucks, Happy Hour, Boys Night Out, Lunches, Outdoor Adventures, Culture and Cuisine events

Examples of non-reoccurring Sanctioned Events

Bowling, Karaoke, Book Club (could become Reoccurring), Pride events, Pool parties, Cooking/ Wine tastings

Examples of Member Added Events

Drag bingo, Art Walk, 2nd Sunday, Outdoor festivals, Music events, Sporting events