

# EAA UL CHAPTER #1 EVENT SPONSOR CHECKLIST

DIRECTIONS: Please check (✓) all boxes that apply and fill in quantities and names as needed. Leave blank any boxes not required. Return completed form to the Chapter President two weeks before the event date to ensure we can accommodate your needs. Thank you.

<p><b>EVENT SPONSOR:</b></p> <hr/> <p><b>EVENT DATE:</b></p> <hr/> <p style="text-align: center;"><b>EVENT FLYER / ADVERTISING</b></p> <p>IS AN EVENT FLYER NEEDED? <input type="checkbox"/></p> <hr/> <p style="text-align: center;">WHO CREATES FLYER?</p> <p>CHAPTER <input type="checkbox"/> SPONSOR <input type="checkbox"/></p> <p>NEED EVENT POSTED IN NEWSLETTER &amp; ON LINE? <input type="checkbox"/></p> <p>NEED EVENT FLYERS SENT TO CHAPTERS, FRIENDS? <input type="checkbox"/></p> <p style="text-align: center;"><b>SET UP / TEAR DOWN</b></p> <p>IS HELP NEEDED FOR SET UP? <input type="checkbox"/></p> <p>LIST DATE(S) AND NUMBER OF HELPERS</p> <hr/> <p>IS HELP NEEDED FOR TEAR DOWN? <input type="checkbox"/></p> <p>LIST DATE(S) AND NUMBER OF HELPERS</p> <hr/> <p style="text-align: center;"><b>MEAL PLANNING</b></p> <p>WILL THERE BE FOOD SERVED? <input type="checkbox"/></p> <p>PLEASE LIST DATE(S) AND TIME(S)</p> <hr/> <p style="text-align: center;">WHO MAKES FOOD PURCHASES? (LIST NAMES BELOW)</p> <hr/> <p style="text-align: center;">WHO WILL COOK? (LIST NAMES)</p> <hr/> <p style="text-align: center;"><b>WHAT IS NEEDED TO FACILITATE COOKING? PLEASE CHECK BELOW</b></p> <p>GRILL(S) QTY. <input type="checkbox"/></p> <p>COOKING TOOLS - <input type="checkbox"/></p> <hr/> <p><b>SIGNATURE:</b></p> <hr/> <p style="text-align: center;">PLEASE RETURN THIS COMPLETED FORM TO:</p>	<p><b>EVENT NAME:</b></p> <hr/> <p><b>LOCATION:</b></p> <hr/> <p style="text-align: center;"><b>OTHER ITEMS NEEDED (PLEASE CHECK SUPPLIES REQUIRED FROM LIST BELOW)</b></p> <p>CHAIRS - QTY. <input type="checkbox"/></p> <p>TABLES - QTY. <input type="checkbox"/></p> <p>PICNIC SUPPLIES - <input type="checkbox"/></p> <p>SHADE AWNINGS (<i>Two 8x8 available</i>) <input type="checkbox"/></p> <p>CHAPTER FLAG - <input type="checkbox"/></p> <p>CHAPTER BANNER - <input type="checkbox"/></p> <p>CHAPTER HANDOUTS - <input type="checkbox"/></p> <p>AV EQUIPMENT - <input type="checkbox"/></p> <p>VIDEOS - <input type="checkbox"/></p> <p>PHOTO ALBUMS - <input type="checkbox"/></p> <p style="text-align: center;"><b>CHAPTER MEETING REQUIREMENTS</b> <i>IF EVENT INCLUDES OUR MONTHLY MEETING, PLEASE CHECK MATERIALS REQUIRED</i></p> <p>CHAIRS - QTY. _____ <input type="checkbox"/></p> <p>TABLES - QTY. _____ <input type="checkbox"/></p> <p>PICNIC SUPPLIES <input type="checkbox"/></p> <p>SHADE AWNINGS (<i>Two 8x8 available</i>) <input type="checkbox"/></p> <p>CHAPTER FLAG <input type="checkbox"/></p> <p>CHAPTER BANNER <input type="checkbox"/></p> <p>CHAPTER HANDOUTS <input type="checkbox"/></p> <p>AV EQUIPMENT <input type="checkbox"/></p> <p>VIDEOS <input type="checkbox"/></p> <p>PHOTO ALBUMS <input type="checkbox"/></p> <p style="text-align: center;"><b>PLEASE LIST ANY OTHER EVENT REQUIREMENTS BELOW.</b></p> <hr/> <hr/> <hr/> <hr/> <hr/> <p><b>DATE:</b></p> <hr/> <p style="text-align: center;">Steve Magdic N71W27015 Meadow Wood Ln. Sussex WI 53089</p>
<p>➔</p>	