



Pre-Event Planning Form

Event Form

Council 10762

Event Information

Event Name	
Chairmen	
Dates	Time:
Location	
If Church Property reservations made?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Caterer:	
Caterer Contact Info	
Expected No. of Guests	Catering Cost per Guest:

Budget

Income		Expense	
Admission		Entertainment	
Raffles		Food	
Sales		Miscellaneous	
Other		Potage & Printing	
		Prizes	
		Project Costs	
		Other	
Total		Total	
Expected Net Income			

Publicity Plan

Place	Dates
Council Newsletter	
Co. Chapter Web Sites / Event Calendars	
Community News (see note)	
PowerPoint (see note)	
Catholic Outlook (see note)	
Printing – E.g. Tickets, Posters, Flyers	
Mailing – E.g. Invitations, letter	

NOTE

Deadline for Community News and PowerPoint is two weeks prior to publication.

Deadline for Catholic Outlook is the 7th of the month prior to the month of publication (e.g. 7 Jan for Feb publication).

Advertising information: (e.g. ticket cost, cut-off date, dress code, any additional information such as menu details)
