

## LWPOA Committee Event Form

This form is used to communicate and coordinate proposed community events to insure timely scheduling, to prevent conflicts, and to provide requested support for the planned event. This Event Form should be submitted at least four to six weeks prior to the scheduled date however, some events requiring the Lodge, PLCB extensions, or busy venues may require earlier reservations to ensure availability.

**No advertising of an event is permitted until the event is approved by the LWPOA Business Office.**

**\*Please list volunteers on attached form.**

**Event Title:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Rain Date (if applicable):** \_\_\_\_\_

**Times:** \_\_\_\_\_  
                    **Set-Up**                                      **Event**                                      **Clean-Up**

**Sponsoring Community Group:** \_\_\_\_\_

**Event Chairperson Name (print):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**L WPOA Locations/Requests: \*Check all that apply\***

_____ Lodge	_____ Lodge Parking Lot	_____ Lodge Playground
_____ Lodge Kitchen	_____ Lodge Pavilion	_____ Lodge Basketball Court
_____ Grove	_____ Pool	_____ Tennis Courts
_____ Shuffleboard Courts	_____ Horse Shoe Pits	_____ A Dock
_____ A Dock Pavilion	_____ A Dock Playground	_____ Security Officer (s)
_____ Porta John(s)	_____ Signage Permission	_____ Other _____

**Event Description:** (Include food, identify entertainment, etc. Continue on additional paper as necessary.)

**Event Budget:** \$ \_\_\_\_\_ (Amount approved at Group's meeting).

\*No event debts or obligations are to be incurred prior to receiving an *approved* copy of Event Form from Business Office. \*Receipts *must* be submitted to Group's Treasurer for reimbursement up to approved amount.

**Event Description and Advertising: (Use additional paper as necessary)**

1. Advertise only when the Business Office returns the Event Form with the Community Manager's signature.
2. Exact wording for advertising in Newsletter/Email Blast and/or Civic Association's Facebook page.

**Event Chairperson is responsible for:**

- \_\_\_\_\_ Completing all Event details above.
- \_\_\_\_\_ Obtaining the required approval signatures below.
- \_\_\_\_\_ Providing information if requesting support (i.e. tables, chairs, traffic cones) on this Event Form.
- \_\_\_\_\_ Submitting this completed Event Form to the Business Office four (4) to six (6) weeks prior to Event.
- \_\_\_\_\_ Attaching a list of volunteers and their duties including contact information.
- \_\_\_\_\_ Assuring appropriate clean-up  
(i.e. floors/tables/counters cleaned, return furniture as found, placement of trash in dumpster if possible).

Approvals: Community Group President: \_\_\_\_\_ Date: \_\_\_\_\_

Lodge Manager / Lodge BOD Liaison: \_\_\_\_\_ Date: \_\_\_\_\_  
(Required when Lodge premises or Liquor License is involved)

Event Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_  
Security Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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**Business Office:** \_\_\_\_\_ **Date Received:** \_\_\_\_\_

\_\_\_\_\_ Check for scheduling conflicts.

\_\_\_\_\_ Check availability of LWPOA support requested on this Event Form.

\_\_\_\_\_ Check issues regarding safety, liabilities, or excessive cost to the community.

\_\_\_\_\_ If no issues found, sign and send copies of this Event Form to the above signatories,  
Security, and Maintenance ASAP.

\_\_\_\_\_ If issues found, do not sign:

1. \_\_\_\_\_ Contact Event Chairperson.
2. \_\_\_\_\_ Contact Committee Group President.
3. \_\_\_\_\_ Contact Community Group Board Liaison\* (with an explanation).

\* If the issue is unresolved, the Event Form should be returned to the Community Manager who may bring to the Board of directors for a decision, or cancel the event and inform Event Chairperson and Community Group.

**Community Group Board Liaison:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Assures final Event approval

**Community Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return approved Event Form to Community Group President and Event Chairperson

**Event Chairperson:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Security Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Requests for support will be reviewed and are contingent on availability of materials, staff hours, and the reasonability of the request. The Lodge or Business Office may call for more specifics or to let the community group Event Chairperson know what can and cannot be done. Requests after approval of this Committee Event Form may not be able to be fulfilled.

Request Support from the Lodge (i.e. Dishwasher, Wait staff, Bar, Access to Kitchen, Cook):

Request for Support from Maintenance (i.e. chairs/tables moved, traffic cones, trash cans):

**LWPOA Committee Event Volunteer Information Form**

No advertising of the event is permitted until the event is officially “approved”  
Advertising for volunteers is permitted as long as specific dates/times for the event are not listed.

**Event Title:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Rain Date (if applicable):** \_\_\_\_\_

**Times:** \_\_\_\_\_

**Set-Up**

**Event**

**Clean-Up**

**Sponsoring Community Group:** \_\_\_\_\_

**Event Chairperson Name (print):** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Volunteer Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Volunteer Duties:**

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**Volunteer Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Volunteer Duties:**

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**Volunteer Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Volunteer Duties:**

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**Volunteer Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Volunteer Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Volunteer Duties:**

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**Volunteer Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Volunteer Duties:**

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\*\*\*Use Additional Forms if More Volunteers are Required\*\*\*