|  |  |  |  |
| --- | --- | --- | --- |
| Event Name: |  | | |
| Date of Event: |  | Time of Event: |  |
|  |  | | |
| Commission: |  | | |
| Commissioner(s): |  | | |
| Team: |  | | |
|  |  | | |

Purpose of the Event:

|  |
| --- |
|  |

Activities:

|  |
| --- |
|  |
|  |
|  |
|  |

Location(s) of Activities: (Draw a map on back)

Materials Needed:

|  |
| --- |
|  |

Prizes or Rewards:

|  |
| --- |
|  |

Approvals and Requests: Financial Documents:

*(Keep Copy of All Documents)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document | Date Submitted | Vendor | Items | $$$ |
| Purchase Order(s) |  |  |  |  |
|  |  |  |  |  |
| Warrant Request(s) |  |  |  |  |
|  |  |  |  |  |

Facilities Request Form Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date)

Work Schedule:

Who will be working what activity and time of shift. Attach Schedule.

Practice Run #1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) ASB/Ren President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Practice Run #2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Date) ASB/Ren President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prepared by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Presented in Executive Meeting on \_\_\_\_\_\_\_\_\_\_\_\_.

Approved:

ASB/Ren President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activities Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_