

ACTIVITIES PLANNER AND REPORT

Grand Assembly of Colorado, IORG

Any special events that are planned must be approved by the Mother Advisor and the Advisory Board. Submit dates and description of the special event for approval using this form. It is suggested the form be used during the WA term and updated prior to the event.

Financial assistance for the event shall be determined by the Assembly with the approval of the Advisory Board. Request these funds at the time of submission (see below for estimated expense details).

It is preferable to have this form filled out electronically and a copy sent to the Mother Advisor. When completing electronically please share your responses in the blue boxes or highlight choices where noted. *An electronic version is available upon request.*

Event Description, Purpose, Goals to Achieve							
What kind of Event? <small>(Highlight appropriate box or circle)</small>	Fun Team	Team Building	Membership	Service	Scholarship	Other (List)	
Event Name							
Date	Location		Time event Begins Ends		Has the Location been reserved?		
Has the date been discussed with the Mother Advisor? <small>(Usually this will apply to the Assemblies outside of the Front Range area)</small>							
Who was it discussed with?					Who was it discussed with?		
Comments?							
Estimated number of Participants							
Will overnight accommodations be necessary? If Yes where and who is handling?							
Do you anticipate a cost to Attendees?		If yes why? (Example: meal provided, rent on facility, ticket sales, etc.)					
Does this event require advance registration/meal cost or presale tickets?		If Yes, who will collect the funds?					
Who will be your Event Chairman? (Name &Phone)							
		If so who will collect the RSVPs? (Name & Phone)					
Estimated Expenses							
For?	Amount?	For?	Amount?				
Are you requesting funds from the Assembly be considered for this Event? (Y/N)							
If yes why?							
Announcements/Notifications							
FLYERS	Approved Date	Posted Date	FACEBOOK	Approved Date	Posted Date	EMAILS	
Other comments							