

Descanso Town Hall Association
Event Proposal - Planning - Reporting Form

EVENT TITLE _____ EVENT DATE _____ TIME _____

CHAIRPERSON _____ EMAIL _____
PHONE _____

COCHAIRPERSON _____ EMAIL _____

PRESENTED AS PROPOSAL TO THE BOARD ON _____ approved / not approved
(AT LEAST 60 DAYS PRIOR TO EVENT)

- MEDIA _____ Attach flyer/ad
- FOOD. _____
- BEVERAGE _____
- SECURITY _____
- SET UP _____ . CLEAN UP _____
- DECORATIONS _____
- ENTERTAINMENT _____
- OTHER _____

BUDGET _____ ESTIMATED INCOME _____ EXPENSES _____

ITEM	SOURCE/PROVIDER	COST

PRESENTED AFTER EVENT ON _____ TO THE BOARD.
FINAL INCOME _____ . EXPENSES _____ PROFIT/LOSS _____

COMMENTS: _____

To be included in the minutes. Comments _____