Event Organiser Questionnaire

These questions are to help each event/activity organisers. Your answers will ensure that you and the Club is clear who is running the event, it’s purpose, timings, needs and budget, if any. **If you wish to run an event please complete (6 weeks before the event/activity date) and** give to the management committee.

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| **What is the Event/activity?** |
| **Who is the event for? (Circle one)** **Members only,** **Members and their guest** **Members, guests and general public** |
| **When is it taking place?****Date/s:**  **Times:** |
| **Who will be the main person running the event?****Name:** |
| **Who are the people helping organise the event?****If you need additional people have they been identified****Names:** |
| **Who is opening and closing the club for the event?:****Name:** |
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| **What part of the club is needed for the event to take place? (Circle all that are needed)** **Club pavilion, club small room, gardens, kitchen, bar, office, toilets** |
| **Is alcohol part of the event? Yes/no****If yes, will alcohol be free or sold? Free/sold** |
| **Is a temporary event notice (TEN) needed for the event? (This is required if you are selling alcohol or allowing the general public into the club – a fee applies)****Yes/No - Name of applicant:** **Who is paying for the TEN licence?** |
| **What equipment is needed for the event and who is organising this?****Name:****Tables (a few in the club but not enough for a seated dinner)****Chairs (60 in the club)****BBQ (in the shed, gas needs to be arranged)****Projector (available from a member a request is needed)****Glasses (in the bar, you need to arrange access)****Crockery (some in the kitchen, check numbers)****Cutlery (limited supply in club kitchen)****Table clothes (none in club)****Other please list** |
| **What publicity is being done for the event? (tick as applicable)****Information to members via Club newsletter, (PDF format required e-mail to Chairperson)****Club web site (PDF format required e-mail to Membership sectretary)****Flier (event organiser to design and arrange distribution)****Posters****Other material****Press – discuss with Press officer** |
| **Are there any health and safety issues?** |
| **Do any of the services e.g. fire, police need to be contacted?** |
| **Who will set up the event and when?** |
| **Who will clean the club after the event?** |
| **Is a budget required for the event?****Specify.** |
| **Report of finances:****Income:****Expenditure:** |

**WLBC use:**

Date Received……………………………….………..……. Date Discussed…….…………………..……………………………….. Outcome ………………………………………………………..

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