

Neighborhood Social Committee – Event Plan Sign-Up Form

Submit this completed form to the Committee Chairs at least 60 days before your event.

Please submit all forms to: LCHsocialcommittee@gmail.com

Event Details

Event Name: _____

Event Description: _____

Date/Time: _____

Location: _____

Targeted Age/Groups: _____

Special Accommodations (if any): _____

Expected Attendance: _____

Budget

Total Budget Assigned: \$_____

Planned Spending by Category:

- Decorations (max 30%): \$_____

- Food & Drinks (max 40%): \$_____

- Entertainment / Rentals / Misc. (max 30%): \$_____

Event Logistics

Revenue-Generating Aspects (if applicable): _____

Equipment Needed (list items from inventory sheet): _____

Marketing Materials: Provided by Chairs Created by Event Lead

Volunteers Needed #

Set-Up: _____

Food: _____

Games/Activities: _____

Clean-Up: _____

Other: _____

Notes / Additional Requests