

## 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](mailto: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