



# Westford Sportsmen's Club Event Planner

This form is designed to help the member(s) as well as the E-board with planning events and accountability of dates, club assets and funding. It is the responsibility of the member to follow up with the E- board with updates and changes to the event. (See page 2 for further explanation of each category)

**Who:**

**What:**

**Where:**

**When:**

**Why:**

**Expected Cost(s):**

**Profit or Return expected:**

Volunteers Checklist

E-Board Approval to pursue event  
General Membership Approval  
Club reserved  
Funding approved

Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_  
Date: \_\_\_\_\_



# Westford Sportsmen's Club Event Planne

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## Who?

- Is leading the event?
  - Is assisting?
  - Range Officer
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## What?

- Will take place?
  - Course of event
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## Where?

- Sporting Clay
  - Trap
  - Rifle
  - Pistol
  - Indoor Pistol
  - Clubhouse
  - Archery
  - Pond
  - Entire Club
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## When?

- Event Date
  - Key dates prior to event
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## Why?

- Revenue for club
  - Have fun / try a new discipline
  - Club publicity
  - Invite politician / Police Chief / conservation organization
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## Expected Costs:

- Toilets / Septic
  - Donations
  - Food
  - Drinks
  - Tents
  - Birds
  - Medical Personnel
- 

Profit or Return expected:

- \$\$
- Political gain
- New members