



Westford Sportsmen's Club, Inc. 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: _____