

Rod & Gun Club Events - Board Approval Form

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|--|-------------------------------|--------------------------------|---------------------------------|
| Event Description: | | | |
| Club Event Focus: Check all areas that apply: | | | |
| <input type="checkbox"/> Rods | <input type="checkbox"/> Guns | <input type="checkbox"/> Skeet | <input type="checkbox"/> Social |

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| *Event Details | |
| Application Date: | Event Owner: |
| Event Name: | Suggested Event Date/Season: |
| New Club Event: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Event Location: | Known Deadlines: |
| Estimated # attendees: | Minimum # attendees needed : |
| List outside Guests/Organizations: | |
| Other Details: | |

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| *Board Roles & Responsibility: Check all areas that apply; add/request supporting Board members | |
| <input type="checkbox"/> Communications/Name: | <input type="checkbox"/> Venue/Name: |
| <input type="checkbox"/> Food or Caterer/Name: | <input type="checkbox"/> Gun Range/Name: |
| <input type="checkbox"/> Skeet Range/Name: | <input type="checkbox"/> Purchasing/Name: |
| <input type="checkbox"/> Volunteers/Name: | <input type="checkbox"/> Other/Name: |

| | | | |
|------------------------------------|--------------|---------------------------------------|-----------|
| *Event Estimated Budget: \$ | | | |
| Food: \$ | Supplies: \$ | Venue: \$ | Other: \$ |
| Asking Board Approval for: \$ | | Asking Board Approval for upfront \$: | |

| | | |
|---|---|---|
| *Estimated Volunteers Check all areas that apply; add number (#) of Volunteers needed or "TBD" | | |
| <input type="checkbox"/> Food/Caterer selections/# | <input type="checkbox"/> Venue selections/# | <input type="checkbox"/> Set-up/Tear Down/# |
| <input type="checkbox"/> Other _____/# | <input type="checkbox"/> Check in Table/# | <input type="checkbox"/> Supplies/# |

- Notes:** 1) Board Approval is not needed for established monthly Range Events
 2) *Please complete fields with either "N/A" or "TBD"
 3) To use PDF version: print form; complete fields (hand written, using dark ink); share completed form via a picture