

RETREAT SOCIAL COMMITTEE EVENT PLANNER

EVENT TITLE	
DATE AND TIME	
COORDINATOR(S)	
BUDGETED AMOUNT	

DATE FLYER POSTED ON WEBSITE	
SENDING AN EVITE?	YES _____ NO _____ If Yes, Email Date _____ Date RSVP is Due _____
TICKETS BEING SOLD?	YES _____ NO _____ If Yes, \$ Amount Each _____ Total Ticket \$ Received _____
TICKET COORDINATOR(S)	
TICKET SALE DATES	
CLUBHOUSE BEING DECORATED?	YES _____ NO _____ If Yes, Date/Time _____
CLUBHOUSE DECORATORS	
FOOD PROVIDED BY RESIDENTS?	YES _____ NO _____ If Yes, Type _____
FOOD PROVIDED BY RETREAT?	YES _____ NO _____ If Yes, Type _____
BEVERAGES PROVIDED BY RETREAT?	YES _____ NO _____ If Yes, Type _____
ENTERTAINMENT PROVIDED?	YES _____ NO _____ If Yes, Type _____ Cost _____
CLEAN UP TEAM	
COMMENTS/SUGGESTIONS	

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NUMBER ATTENDING EVENT	
WAS THERE ENOUGH FOOD?	YES _____ NO _____ Explain _____
AMOUNT SPENT ON EVENT	TOTAL SPENT (Budget & Donations) \$ _____
\$ FROM BUDGET	\$ _____ Please provide receipts to Committee Treasurer with 14 days.
\$ DONATIONS If donation is money, only checks can be accepted.	\$ _____ Please list type of item(s) donated _____
COMMENTS/SUGGESTIONS	