



## EVENT PLANNER

Deliver this form to the Scribe at least **48 hours** before the general meeting that is **at least one calendar week** before the event is scheduled to take place. The Scribe will review the form for any errors and ensure that it gets placed on the agenda for that week's general meeting. Tenants of the chapter house will be notified if the event takes place there. **The event planner must be presented to a general meeting for approval.**

Members who hold major events at the chapter house without approval will be referred to the judicial committee. A "major event" is one that monopolizes the use of an area within the chapter house (do not let this discourage you from bringing some friends over, but it should not get out of hand).

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**Event Name:**

**General Classification:**

**Chair/Committee:**

**Event Location:**

**Date held:**

**Setup time:**

**Event time:**

**Take down time:**

**Setup:**

**Cleanup:**

**Short Description/Purpose of Event:**

**Chair's signature**

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**Date**

**Scribe's signature**

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**Date**

<b>Identify Challenges</b> (what can possibly go wrong)	<b>Analyze &amp; Prioritize</b>	<b>Select Appropriate risk mgmt strategy</b>

**Implementation of Risk Management Plan:**

(How you plan on ensuring that the event runs smoothly)

**Post event sign off**

(The House Liaison or Tenant Manager must sign off at the end of the event verifying that all cleaning is complete)

**House Liaison/Tenant Manager's signature**

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**Date**