

BOGUS BASIN SKI CLUB EVENT & MARKETING REQUEST & PROCESS FORM

www.bogusbasinskiclub.org

Updated: 08/07/14

EVENT TITLE: <i>Summer Solstice Party</i>		
Date of Event: <i>June 27, 2014</i>	Time: <i>7-11 PM</i>	Duration: <i>4</i> (# hours)
Request Date:	Submitted By: <i>Michael Boulton</i>	
Contact Info: <i>Michael's Cell # 703-0444</i>		
Event Leader: <i>Michael Boulton & Natalie Angale</i>		
Event Objective: <i>Get together for summer party & promote activities</i>		
Contact Info: (Provide list Names and Contact info of the Committee)		
<i>Michael Boulton</i>		
<i>Natalie Angale</i>		
PSA Content Approved to Publish: <input checked="" type="radio"/> YES / Pending / NO		
VOLUNTEER REQUIREMENTS: (This information will be provided to the Membership Director) Please provide all specific areas that will need a volunteer and hours required		
<i>This event was held at Idaho Outdoor Exchange</i>		
<i>They provided the Movie "Idaho", projector & Screen</i>		
<i>The club supplied Beer & Food</i>		
BUDGET REQUEST: (Please itemize - Board approval required)		
<i>\$500.00</i>		

Request & Process:

The following is to be filled out by the Event Leader. This form is to serve as an Event & Marketing and Promotional process guide for the Marketing Director, Event Leader and club volunteers.

Event & Marketing/Promotional requests should be submitted **no less than 90 days prior** to the event date.

Publish Date Required: All marketing requests are date driven. Please define & submit required date for publication.

Frequency: Define dates that notification needs to be repeated or distributed.

- **Budget:** An approval by the club board of directors is required for all media/promotional purchases.

Content Approval: Designated club board members must approve of all information distributed to it's membership and general public.

Statement of REVENUE & EXPENSE

Event Title *Summer Solstice Party*

Date: mm/dd/yyyy *6-27-2014*

REVENUE	Total	# people	Comments / Items
Beg Cash	\$00.00		<i>(Beg. cash is not accounted in total revenue; for cash reconciliation, only)</i>
Cash	\$0.00		Summary:
Checks	\$0.00		Summary:
Pre-Paid	\$0.00		<i>(PayPal, web-site payments)</i>
No Fee	\$0.00		<i>(appointed guests)</i>
Raffle	\$0.00		Summary:
Trips	\$0.00		Summary:
Ski Passes	\$0.00		Summary:
Memberships	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Total Revenue	\$0.00		Summary:
EXPENSES			
	<i>\$491.48</i>		
Food & Beverage	\$0.00	<i>\$15-156</i>	Summary:
Entertainment	\$0.00		Summary:
Site Fee	\$0.00		Summary:
Supplies	\$0.00		Summary:
Other Fees	\$0.00		<i>(parking, booth rental, etc.)</i>
Misc	\$0.00		Summary:
Reimbursements	\$0.00		Summary:
Publicity/Marketing	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Tax	\$0.00		Summary:
Total Expenses	\$0.00		
Net Revenue (Loss)	\$0.00		

Hand-outs / Flyer information					
Quarterly Club Update Mailer					
The Mogul – Club Newsletter					
Billboard					
Poster Panel					
Other					
Club Signage					
Club banner					
Club table cover					
Event signs					
Other					
MISC					
<i>Please list:</i>					
<i>Please list:</i>					
<i>Please list:</i>					