



Event Request Form

Today's date:

Requested by:	
● Date(s) of event:	
● Date(s) for setup:	
● Date(s) for breakdown:	

<u>Chairperson:</u>	
<u>Secretary:</u>	
<u>Volunteer Coordinator:</u>	
<u>E-Blast for volunteers requested:</u>	
<u>Send E-Blast this date:</u>	

<u>Check Requests:</u>	Judge – Please complete a W-9 Name: Date:
	Refreshments Name: Date:
	Ribbon Order completed and proofed Advise Treasurer of order, cost and due date for payment Name: Date:
	Organization check – (example: AKC) Name: Date:
	Any other payments requested Name: Date:
<u>Added to PCOTC web-site:</u>	By whom: Date:
<u>Posted to Facebook page:</u>	By whom: Date: