MEMORANDUM

To: All MIT Government Personnel

From: John Halliday MIT TOM *JH*

Date: 05-08-09

Reg: Events Planning

In order to better facilitate Tribal Government Sponsored Events an Events Planning Form has been created.

This form is to be filled out by the person who has the budget authority to pay for the planned event and sent to the Tribal Event Coordinator four weeks in advance of the planned event. I thank everyone for their cooperation in this endeavor.

See "Muckleshoot Tribe Event Form Attached"

MUCKLESHOOT TRIBE

EVENT PLANNING WORKSHEET FORM

This form is to be filled out by who in the tribe has the budget authority to pay for a tribally sponsored event and then turn this form in to the Events Coordinator a minimum of four weeks in advance of the planned event.

Name: _____

Address: _____

Phone-
WK# _____ **Cell#** _____

Signature: _____

Date turned in to Event
Coordinator: _____

Signature Event Coordinator: _____
Date: _____

Name of Event:

Date:

Location:

Is facility coordination required :   Yes _____   No _____

If yes, who is Point of Contact for facility? _____

Start Time: _____ ~ _____ End Time: _____

Purpose:

Who is the Event Coordinator contact that will be in charge of event:

Name: _____

Phone: _____

Is help from the Event Coordinator Requested?   Yes _____   No _____

What help do you want from the Event Coordinator? Be
Specific: _____

_____

_____

_____

_____

_____

_____

Number of Guests:

Proposed Budget #:

Event Space:

Rental Fee for Space:

Insurance:

Décor:

Staff:

Event Coordinator:

Who has budget signing authority?

Who is in charge on site?

**Please name volunteers and their contact
information:**_____

_____

_____

_____

_____

_____

Committee:

Security:

Clean-UP Staff/Contractor:

Food and Beverages:

Caterer's Menu:

Ice:

Invitations:

Printing:

Equipment Rental:

Tables:

Chairs:

Linen:

Miscellaneous:

Entertainment:

Band or Musicians:

Entertainers:

Disc Jockey:

Wiring or Sound System:

Publicity:

Printing:

Postage:

Photographer:

Incidentals:

Name Tags:

Place Cards:

Favors:

Gift Bags:

Miscellaneous:

Total Sales Tax:

Service Charges:

Tips: