

## Elyria Elks Lodge # 465 Event Checklist

EVENT:			DATE SUBMITTED:			
CHAIRPERSON (S):		PHONE	EMAIL			
CHAIR STAFF:		PHONE	EMAIL			
CHAIR STAFF:		PHONE	EMAIL			
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CHAIR STAFF:		PHONE	EMAIL			
CHAIR STAFF:		PHONE	EMAIL			
DATE OF EVENT:			TIME OF EVENT:			
APPROXIMATE NUMBER OF ATTENDEES:						
LODGE EVENT <input type="checkbox"/>		PRIVATE PARTY <input type="checkbox"/>		RESPONSIBLE MEMBER		
LOCATION:		MAIN FLOOR <input type="checkbox"/>	MARINE <input type="checkbox"/>	BOWLING <input type="checkbox"/>	LOWER LEVEL <input type="checkbox"/>	
FOOD REQUIRED:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	PAID BY LODGE <input type="checkbox"/>	PAID BY PROCEEDS <input type="checkbox"/>	
COOK REQUIRED		YES <input type="checkbox"/>	NO <input type="checkbox"/>	PAID BY LODGE <input type="checkbox"/>	PAID BY PROCEEDS <input type="checkbox"/>	
BARTENDER REQUIRED:		YES <input type="checkbox"/>	NO <input type="checkbox"/>	PAID BY LODGE <input type="checkbox"/>	PAID BY PROCEEDS <input type="checkbox"/>	
ENTERTAINMENT		YES <input type="checkbox"/>	NO <input type="checkbox"/>	PAID BY LODGE <input type="checkbox"/>	PAID BY PROCEEDS <input type="checkbox"/>	
ENTERTAINMENT TYPE (BAND OR DJ)						
SPECIAL NEEDS & DETAILS:						
<b>INCOME ACCOUNTS</b>						
<input type="checkbox"/>	30160 Social Activities (No Food) Requires Sub-Account			<input type="checkbox"/>	30165 Other Lodge Activities Members Requires Sub-Account	
<input type="checkbox"/>	30180 Lodge Fund Raisers Requires Sub-Account			<input type="checkbox"/>	4013006 Special Events Income	
<input type="checkbox"/>	50110 Special Events Food Requires Sub-Account			<input type="checkbox"/>	61150 Bowling Center Rental Member	
<b>EXPENSE ACCOUNTS</b>						
<input type="checkbox"/>	30485 Social Activities (No Food) Requires Sub-Account			<input type="checkbox"/>	30475 Lodge Activities-Members Requires Sub-Account	
<input type="checkbox"/>	40395 MUSIC/ENTERTAINMENT (For Lodge Paid Function Only)			<input type="checkbox"/>		
TRUSTEE APPROVAL:		SIGNATURE:			DATE:	
CHAIR APPROVAL:		SIGNATURE:			DATE:	

Revised April 5, 2020