



# Council 4727 - Events Form

(Must be turned into the Historian within 7 days after the event)



Category: (mark one)

[ ] Faith [ ] Family [ ] Community [ ] Life

Event Title: \_\_\_\_\_ Location: \_\_\_\_\_

Date Event conducted: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Event Chairman: \_\_\_\_\_ Phone: \_\_\_\_\_ email: \_\_\_\_\_

## Event Coordinator Checklist

- Sufficient volunteers assigned to accomplish the task? Notify your Director/Deputy Grand Knight for assistance.
- Location of event determined?
  - If at the hall, is it scheduled through the Deputy Grand Knight?
  - If external to the hall, has the location been reserved?
- Event Photographer requested?
- Are we providing food for this event?
  - Are RSVPs desired?
  - Is a Cook assigned for this event?
  - Cook notified and menu determined.
  - Food bought?
  - Cooking utensils provided at location or on loan from Hall?
  - Cooking assistants identified?
  - Clean up crew identified?
- K'Ceas assistance requested: Tables settings (on hand or need to be ordered), decorations (theme), and desserts?
- Clergy requested through Grand Knight if required.
- Dignitary invitations sent through Grand Knight if required.
- Advertising request to Public Relations committee?
- Collect name of Knights attending and spouses on the reverse side of this form.
- Turn this form into the Historian along with pictures taken no later than 7 days after the event.

### If you need assistance:

- **Grand Knight:** Mark Gregorio (708-8865) *dgk4727@yahoo.com*
- **DGK/Program Director:** Terry Frank (904-477-2103) *t.frank@xorail.com*
- **Faith Director:**
- **Community Director:** Michael Duncan (588-6243) *mikeduncan204@gmail.com*
- **Life Director:** Nick Klepac (608-5135) *gk4727@comcast.net*
- **Family Director:** Bruce Belet (859-8645) *bruce@belets.com*
- **Cooks:** Bruce Belet (859-8645) *bruce@belets.com*, John Klinkenberg (465-5428) *jklinkenberg@ymail.com*; Mike Stirna (463-5263) *mike.stirna@gmail.com*
- **Photographer:**
- **Public Relations:** Ryan Gallagher (329-6692) *ryankellygallagher@gmail.com*
- **Historian:** Terry Frank (904-477-2103) *t.frank@xorail.com*

## Knights Attending

Name	✓	Telephone	email

✓ indicates volunteers