

# 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:**

**Special Dietary Needs:**

**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:**