

## Post 555 Event Form

1. \*Name (individual submitting the request): \_\_\_\_\_
2. Contact number: \_\_\_\_\_
3. Event coordinator(s): \_\_\_\_\_
4. Date of request: \_\_\_\_\_
5. \*Event Title: \_\_\_\_\_
6. \*Event Date: \_\_\_\_\_
7. Time of Event: \_\_\_\_\_
8. \*Event Purpose: \_\_\_\_\_
9. \*Event Location: \_\_\_\_\_
10. \*Detail Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
11. Resources needed for event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
12. Volunteers need for event: Yes / No \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
13. Cost to the Post: \_\_\_\_\_
14. \*\*Photos (with names of individual(s)) \_\_\_\_\_

*\*Items numbers 1, 5, 6, 8, 9, and 10 should also be completed at the Completion of the Event and submitted to the Events chair.*

*\*\*Include at the Completion of the Event*