

Event Worksheet

Name of Event: _____ Year: _____

Sponsoring Tribe: _____ Co-sponsoring Tribe(s): _____

Date/Time of Event: _____ Location: _____

Tribe Contact Person(s): _____

Event Logistics	Items Needed
Family Event?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Patches: <input type="checkbox"/> Yes <input type="checkbox"/> No (Notify Awards Chief)
Last Year's Attendance:	Sound System: <input type="checkbox"/> Yes <input type="checkbox"/> No (Notify Thundermaker)
Last Year's Cost to Attend:	IG/IP Banner: <input type="checkbox"/> Yes <input type="checkbox"/> No (Notify Longhouse Chief)
Expected Attendance This Year:	Other:
Expected Cost to Attend This Year:	Other:
Location/Site/Room Rental:	Other:
Entertainment?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Food?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Tables/Chairs?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Pre-registration?: <input type="checkbox"/> Yes <input type="checkbox"/> No (need tear-off in <i>Smokes</i>)	Other:
Registration at Event?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other:
Need: Article for <i>Smokes</i> (at least 2 months prior to event) and Wrap-up Article for <i>Smokes</i> (after event)	

Event Assignments	
Task	Person(s) Assigned
Event Site:	Contact person/phone/e-mail at Event Site =
(need building permit ?)	
Food:	
Activities/Crafts:	
Materials/Kits:	
Prizes/Trophys/Ribbons:	
<i>Smoke Signals</i> Article:	
Other:	
Other:	
Day of Event Assignments	
Task	Person(s) Assigned
Registration Desk:	
Set Up:	
Food Preparation:	
Tear Down/Clean-Up:	
<i>Smokes</i> Wrap-up Article:	
Other:	
Other:	

