



San Antonio Lodge

Special Event Planning Form

(Please submit 2 weeks prior to Event)

Name of the Event _____ Date _____ Start Time _____

Is this a lodge event? Y/N Benefitting _____ Attendance _____

Event Chairman _____ cell # _____ email _____

Lodge Rental? Y/N Contact _____ cell# _____ Email _____

Who is paying for the event? Renter or Sponsoring Committee: Veterans, Youth, Lodge

Please Attach contract for rentals. Who is the Lodge contact for the rental _____

Will it be catered? Y/N What time will the food be served? _____

Will the bar need to be open? Y/N Time? _____

Attach the menu and estimate the # of servings. The House will buy all the food unless approved in advance. Caterers/Renters will not be allowed to use the kitchen unless an extra fee is paid.

Do you need volunteers to work the event? Y/N How many and when _____

Name of the Band _____ Start time _____

Attendance Limited to Elks and Guests Y/N

House Committee will fill out this part.

Income from: Food _____

Bar _____

Raffles and Donations _____

Expenses: Food _____

Bar _____

Band \$ _____

Profit: _____ If any subsidy from the lodge is required, the shortfall will be charged to the sponsoring committee