QMW Event Planner for the Messenger

Event Name: _____

Event Type: _____

Host(s): _____

Location: _____

Date: _____ Time(s): _____

Signup Required: ☐ Yes ☐ No   Where: _____

Must Pay to confirm signup: ☐ Yes ☐ No

Cut Off Date _____

Who to Pay: _____

50/50 Drawing: ☐ Yes ☐ No $ Amount: _____

What is provided:

What guests should bring:

Additional Notes:

When completed, please deliver this form to the Messenger Editor no later than the publishing deadline (see Messenger for exact date).