



Council 4727 - Events Form

(Must be turned into the Historian within 7 days after the event)



Category: (mark one)

Church Family Community Culture of Life Council Youth

Event Title: _____ Location: _____

Date Event conducted: _____ Start time: _____ End time: _____

Event Chairman: _____ Phone: _____ email: _____

Event Coordinator Checklist

- Sufficient volunteers assigned to accomplish the task? Notify your Director/Deputy Grand Knight for assistance.
- Location of event determined?
 - If at the hall, is it scheduled through the Deputy Grand Knight?
 - If external to the hall, has the location been reserved?
- Event Photographer requested?
- Are we providing food for this event?
 - Are RSVPs desired?
 - Is a Cook assigned for this event?
 - Cook notified and menu determined.
 - Food bought?
 - Cooking utensils provided at location or on loan from Hall?
 - Cooking assistants identified?
 - Clean up crew identified?
- K'Ceas assistance requested: Tables settings (on hand or need to be ordered), decorations (theme), and desserts?
- Clergy requested through Grand Knight if required.
- Dignitary invitations sent through Grand Knight if required.
- Advertising request to Public Relations committee?
- Collect name of Knights attending and spouses on the reverse side of this form.
- Turn this form into the Historian along with pictures taken no later than 7 days after the event.

If you need assistance:

- **Grand Knight:** Nick Klepac (608-5135) *gk4727@comcast.net*
- **DGK/Program Director:** Mark Gregorio (708-8865) *dgk4727@yahoo.com*
- **Church Director:** Robert Roldan (534-8581) *adayformen@gmail.com*
- **Community Director:**
- **Council Director:** Michael Duncan (588-6243) *mikeduncan204@gmail.com*
- **Culture of Life Director:** Steve Bell (904-860-2284) *knightrider1997@comcast.net*
- **Family Director:** Bruce Belet (859-8645) *bruce@belets.com*
- **Youth Director:** Bubba Futch (904-434-3995) *bubba@futchprint.net*
- **Cooks:** Ray Flott (521-4911) *rflottjr@comcast.net*; John Klinkenberg (465-5428) *jklinkenberg@ymail.com*; Mike Stirna (463-5263) *mike.stirna@gmail.com*
- **Photographer suggestions:**
- **Public Relations:** John Prince (904-446-6021) *jlprinceka@gmail.com*
- **Historian:** Terry Frank (904-477-2103) *t.frank@xorail.com*

Knights Attending

Name	✓	Telephone	email

✓ indicates volunteers