



Attention Sphinx members and associates!

Here is a checklist of the information we need to plan your Shrine event.

Please use this COMPLETE checklist when submitting your event information for publication in the Booster or on the Sphinx web site. This will ensure we have the complete information and can communicate it adequately.

Checklist:

- Title of the event..... _____
- Date of the event..... _____
- Divan member in charge (if any)..... _____

Important details involving the entire event:

- Time of set up (if applicable)..... _____
- Set up help needed? (Assign)..... _____
- Time attendees should start arriving..... _____
- Hospitality times (if any)..... _____
- Meal - caterer / Time served (if any)..... _____
- Type / Time of entertainment (if any)..... _____
- Ending time _____
- Clean up help needed? (Assign)..... _____

Who is invited:

- Shrine members only?
- Family members?
- Invited guests (semi-public) ?
- Open to the public?

Dress code?

- Divan _____
- Attendees _____

- Special / honored guests in attendance?..... _____
 - Special presentations (if any) ?..... _____
 - Entertainment (who/what...) _____
 - Meal choices (if any) _____
 - Unit, club or group sponsoring the event _____
 - Some or all of the profits go to benefit...? _____
- (Reminder...If profits go to any to Shrine hospitals or charities then Shrine rules must be followed...)*
- Contact person / group (with contact info, including email) _____
 - Reservations (RSVP) required? Deadline...?..... _____
 - Cost to attend (if any)..... _____

Please get this info to the Recorder's Office for distribution:

.....TEL 860-666-5449
FAX 860-666-1774
Email: **SphinxShriners@gmail.com**