

SMALL EVENT PACKAGE

The Small Event Package MUST be presented to the House Committee for approval prior to proceeding.

The SMALL EVENT PACKAGE is a limited version of the LARGE EVENT PACKAGE that requires no cover charge or ticket sales and only a few lines items to report. House Committee approval is still required before it is confirmed on the Lodge calendar.

Example: PER BBQ, Veterans BBQ, Mac & Cheese Throw-down, or Chili Cook-off, etc.

The House Committee meetings are held the 1st Monday of each month at 7pm. Plan on attending the meeting to present your SMALL EVENT PACKAGE with the Event P & L Estimates filled out.

“TBD” in the P & L estimates will be considered incomplete and will be returned for your completion. You may also email the completed package it to the House Committee Chair for HC approval.

After you have checked with the Lodge office for available dates, submit your event package information to the House Committee. Once it's approved, your event will be booked on the Lodge calendar.

Forward a copy of PAGE 2 and 3 to HC Chair, Tenisha Campanile for approval:

Tenisha Campanile @ tenisha.campanile@gmail.com

The completed package should be returned in to the House Committee no more that 5 business days after the event.

OFFICE USE ONLY	HOUSE COMMITTEE _____ MV LODGE #2444 - SMALL EVENT PACKAGE TRUSTEE _____ (Approval by the House Committee is required prior to your event)
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Your Name: _____ Today's Date: _____

Cell Phone: _____					
Name of Event: _____					
Type of Event: _____					
Brief Description: _____					
Food:	YES	NO	Entertainment:	YES	NO
Requested Date: _____					
Target Income: _____			Est. Expenses: _____		
Time of Event:	Start: _____		End: _____		

Location: Main Rm Bird Rm Patio Game Rm. Parking Lot

DATE SUBMITTED TO HOUSE COMMITTEE: _____

APPROVED BY HOUSE COMMITTEE:

HOUSE COMMITTEE _____
TRUSTEE _____

SMALL EVENT CHECKLIST

	TASK	PAGE	CONACT	PHONE
	PRE-EVENT			
<input type="checkbox"/>	Check with Lodge office for available dates		Lodge Office	949-830-3557
<input type="checkbox"/>	Submit Pg. 2 to House Committee for Review & Approval		Tenisha Campanile	949-692-7001
<input type="checkbox"/>	Obtain menu options, food pricing, kitchen crew and servers		Pam Mackay	714-336-4835
<input type="checkbox"/>	Contact entertainment committee if talent is needed for your event		Roy Southerland	949-813-4408
<input type="checkbox"/>	Printed Flyers and Email Blasts to membership		Rick Moscoso	310-567-7918
<input type="checkbox"/>	Advertising your event in the Lodge Bulletin (due on the 10th of the PRIOR month to your event)		Andy Costello	949-690-5734
<input type="checkbox"/>	Room Setup diagram (tables & chairs) submitted to Debby Lamb.		Debby Lamb	949-636-8061
<input type="checkbox"/>	Need a greeter for your event? Contact greeter chair at least 2 weeks prior to your event		Barbara King	714-715-5941
<input type="checkbox"/>				
<input type="checkbox"/>	POST-EVENT			
	Reimbursement for expenses. Keep all receipts and fill out the Lodge's Request for Payment form		Lodge Office	949-830-3557
<input type="checkbox"/>	Obtain copies of invoices for all purchases that were made through the Lodge (ie: Linens, Food, Entertainment, etc.			
<input type="checkbox"/>	Complete the P & L report and submit to the House Committee			
<input type="checkbox"/>	Complete the Volunteer Log and submit to the office			

OFFICE USE ONLY

SMALL EVENT P & L ESTIMATE					
EVENT NAME			EVENT DATE		
ESTIMATED TICKET SALES			TICKET PRICE		
ESTIMATED TABLES REQUIRED					
EVENT INCOME		QTY	PRICE	TOTAL	ACTUAL
	Ticket / Food Sales				
	Donations				
GROSS INCOME					
LODGE SERVICES (EXPENSES)		QTY	PRICE	TOTAL	ACTUAL
Food Items:					
Appetizers					
Salad					
Entree					
Dessert					
Other					
Bartender (Portable Bar)					
Postage					
Misc Expenses					
TOTAL LODGE SERVICES (EXPENSES)					
ESTIMATED NET INCOME					



OFFICE USE ONLY	HOUSE COMMITTEE _____
	TRUSTEE _____

SMALL EVENT FAQ'S

1. **HOW DO I GET A DATE FOR AN EVENT?** Contact the Lodge office to see what is available. The date is **PENDING** until the House Committee approves the package. HC meets the 1st Monday of each month at 7pm
2. **WHAT IS THE CAPACITY OF THE LODGE?** The Main Room holds up to 200 people (without the dance floor). The Auxillary Room (Bird Room) holds 50 people. The Patio capacity is 180 people.
3. **WHO IS THE CONTACT FOR BAR SERVICE?** Any inquiries regarding bar service should contact Tenisha Campanile @ 949.690.7001
4. **WHO IS THE CONTACT FOR FOOD SERVICE?** For menu inquiries, food costs and food servers, contact Pam Mackay, Kitchen Mgr. @ 714.336.4835. **Note:** There is a \$2 plate fee for food service events. Pam will provide more details.
5. **WHO IS THE ENTERTAINMENT CONTACT?** Roy Southerland and Barbara King are your entertainment committee chairs. If you require entertainment for your event, please contact them for talent options and their event agreement.
6. **WHERE CAN YOU SELL TICKETS FOR YOUR EVENT?** Tickets can be available at the Lodge office, at the bar, or with others that you wish to designate. An accurate log of all tickets sales is required for the post event P & L.
7. **WHO CAN HELP WITH THE PRINTING OF TICKETS, FLYERS and POSTERS?** Email Rick Moscoso @ rickmoscoso@gmail.com for assistance.
8. **WHAT REPORTS ARE NEEDED AT THE END OF AN EVENT?** The House Committee will require the actual costs and other require figures on the P & L estimate forms. You will receive the final cash deposit report from the Lodge Secretary.
9. **WHAT OTHER OTHER ITEMS ARE REQUIRED IN THE EVENT PACKAGE?** If your event requires room setup, linens or other decorative items, please contact Debby Lamb in the Lodge office for assistance @ 949-830-3557. Ordering requires no less than 2 weeks prior to your event.
10. **IMPORTANT:** The person proposing the event is required to be present at the function or have someone assigned to be in charge if you cannot attend. That person will remain for the entirety of the event and until clean up has been completed.

- 11. POST EVENT:** All remaining forms and P & L sheet are to be completed and submitted to the Lodge Office or Debby Lamb within 5 business days after the completion of the event.