

# LARGE EVENT PACKAGE

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

The Large Event Package is submitted for annual Lodge events such as Mother's Day, Memorial Day BBQ, Father's Day, 4th of July, etc. that require a full P & L report.

The House Committee meetings are held the 1st Monday of each month at 7pm. Plan on attending the meeting to present your Large Event Package with the P & L Estimates filled out. You may also email the complete package it to the House Committee Chair for HC approval.

**"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.

Email a copy of **PAGE 2 and PAGE 5** of the Large Event Package to House Committee Chair, Nina McCann, for approval:

**Nina McCann @ [nina.mccann@icloud.com](mailto:nina.mccann@icloud.com)**

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

## MV LODGE #2444 - LARGE EVENT PACKAGE

**(Approval by the House Committee is required prior to your event)**

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Is this a Charity event? YES NO

Name of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Food: YES NO Entertainment: YES NO

**REQUIRED: Entertainment agreement and invoice 2 weeks prior to event to have payment at the event.**

Event 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 \_\_\_\_\_

TRUSTEES \_\_\_\_\_

## LARGE EVENT CHECKLIST

	TASK	PAGE	CONTACT	PHONE
	<b>PRE-EVENT</b>			
<input type="checkbox"/>	Check with Lodge office for available dates		Lodge Office	949-830-3557
<input type="checkbox"/>	Submit Pgs. 2 & 5 to House Committee for Review & Approval		Nina McCann	714-791-0411
<input type="checkbox"/>	Obtain menu options, food pricing, kitchen crew and servers		Joe Connell Bryan Deghetto	949-306-4650 949-394-2436
<input type="checkbox"/>	Contact entertainment committee if talent is needed for your event		Tracee McRane	949-525-6012
<input type="checkbox"/>	Printed Flyers and Email Blasts to membership		Rick Moscoso	310-567-7918
<input type="checkbox"/>	Social Media Posts (Facebook, Instagram)		Sandy Gruzdis	949-292-2489
<input type="checkbox"/>	Event Tickets		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), linens (2 weeks prior to event) And janitorial services 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"/>	Bands, DJ's, Entertainers - Signed Agreements		Nina McCann	714-791-0411
	Lodge Event Photographers:			
<input type="checkbox"/>	Dave Safely 949-709-4357 <input type="checkbox"/> Becky Gold 714-325-4747			
<input type="checkbox"/>	Su Baker 949-584-8890			
	<b>POST-EVENT</b>			
<input type="checkbox"/>	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.		Lodge Office	949-830-3557
<input type="checkbox"/>	Complete the Event Package P & L report and submit to the House Committee		Nina McCann	714-791-0411
<input type="checkbox"/>	Complete the Volunteer Log and submit to the office		Tracee McRane	949-525-6012

## **EVENT FAQ'S**

### **FOR OFFICE USE ONLY**

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 Auxiliary 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 Michael Pimental-Bar Mgr @ 949.872.7842.
4. **WHO IS THE CONTACT FOR FOOD SERVICE?** For menu inquiries, food costs and food servers, contact Joe Connell @ 949.306.4650. **Note:** There is a \$2 plate fee for food service events. Joe can provide more details.
5. **WHO IS THE ENTERTAINMENT CONTACT?** If you require entertainment for your event, please contact Tracee McRane @ 949.525.6012.
6. **WHERE CAN YOU SELL TICKETS FOR YOUR EVENT?** Tickets can be sold at the Lodge during dinners, sold at the door, online 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, POSTERS or LODGE MARKETING?** Email Rick Moscoso @ [rickmoscoso@gmail.com](mailto: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. **All completed forms can be submitted in the House Committee mailbox within 7 business days upon the completion of the event.** You will receive the final cash deposit report from the Lodge Secretary.
9. **WHAT 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 linen is required 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.

## MISSION VIEJO ELKS EVENT P &amp; L ESTIMATES

<b>EVENT NAME</b>			<b>EVENT DATE</b>		
<b>TICKET PRICE</b>			<b>ESTIMATED SALES</b>		
<b>ESTIMATED TABLES REQUIRED</b>					
<b>EVENT INCOME (Completed after event)</b>		<b>QTY</b>	<b>PRICE</b>	<b>TOTAL</b>	<b>ACTUAL</b>
Ticket/Food Sales					
Donations					
Raffle Sales					
<b>GROSS INCOME</b>					
<b>LODGE SERVICES (EXPENSES)</b>		<b>QTY</b>	<b>PRICE</b>	<b>TOTAL</b>	<b>ACTUAL</b>
Food Items:					
Appetizers					
Salad					
Entree					
Dessert					
<b>TOTAL COG</b>					
Room Set-up					
Room Tear-down					
Dishwashing Service					
Entertainment (name)					
Room Decorations					
Kitchen Plate Charge (\$2 per plate)					
Linens - Table Clothes					
Linens - Table Napkins					
Lodge Rent \$15/hr					
Bartender (Portable Bar) \$18/hr					
Misc Expenses					
<b>EST. TOTAL LODGE SERVICES (EXPENSES)</b>					
<b>ESTIMATED NET INCOME</b>					

[illegible]