

ELKS EVENT PLANNER

The Event chairperson should start organizing the Event (3) THREE MONTHS in advance. Enlist a co-chairperson, committee, and meet with last year's chairperson, if available. Get Event Notebook from Elks Office. If there is no Notebook, inform the office. A new one will be completed.

NECESSARY ELKS FORMS TO BE COMPLETED

DATE, TIME, PLACE:

1. Before determining a Date, Time & Place for the Event - Check the Vancouver Lodge Calendar (TeamUP/Google) for conflicts with other events, such as, Holidays, Father's Day, PER Special Dinners/Breakfast, Haunted House.
 - a. Check with Exalted Ruler, Banquet Manager, Kitchen Chef, Elks Office and Emblem Club to make sure of no conflicts:
Exalted Ruler
Banquet Manager - 360-256-0823, banquets@elks823.com
Elks Secretary - 360-256-0823, secretary@elks823.com
Elks Lounge/Kitchen Liaison Mark Bradwell (503)430-4446
Emblem Club - President
 - b. When Date, Time and Place of the event is established, Inform all the above people in writing so no misunderstanding on dates and times of your event.

BUDGET

1. Budget needs to be prepared for presentation to the Board of Directors
KEEP RECEIPTS OF ALL EXPENSES & DONATIONS
2. Where to start
 - a. Check with Elks Bookkeeper & Elks Secretary if there is available money in the Budget and if there is any money in your Event account.
 - b. Check with the Bookkeeper on your Event's past accounting.
 - c. Determine, if possible, how this Event was funded, such as grants, floor sweeping, sponsors, ticket sales, raffle tickets, 50/50 raffle.
 - d. Determine the past expenditures from Bookkeeper. This will aid planning the event's budget.
3. How to Get Checks (Money) for necessary purchases.
 - a. You will make your request for funds when you present your budget to the Board. If funds are granted you must complete an implementation (YELLOW Form) to be signed by the Board. The Board of Directors meet on the 2nd & 4th Monday of the month, the Monday before the Lodge Meeting.

VOLUNTEERS

IT IS THE RESPONSIBILITY OF THE CHAIRPERSON TO ENLIST VOLUNTEERS FOR THEIR EVENT.

1. Check with Volunteer Coordinator, volunteer@elks823.com for a member list.
 - a. Number of volunteers needed.
 - b. Date(s) you need volunteers.
 - c. Time you need volunteers to start and their expected ending time.
 - d. Examples of volunteers – food Service – cooks, servers, bussers, dishwashers, set up & clean up.
 - e. Decorations, Contact Colleen Wyatt colleenw360@gmail.com
 - f. Determine if the Emblem club could be of service or provide food (for example Pies, etc.)
2. Contact PER's President (Past Exalted Rulers) to discuss your Event and request input and advice – possible volunteers from this group.

ADVERTISE YOUR EVENT

Early advertisement is necessary (**Start 3 Months in advance**). Make this an event that people will want to attend.

1. PUBLIC RELATIONS - Contact pr@elks823.com
 - a. Consider Posters in Lodge Lobby Entrance, Card advertisement to place on tables in Lounge, FYI in Columbian Newspaper. Flyers to Local businesses.
 - b. SNOOZE NEWS Advertisement must be to Editor by 15th of Month for following month Snooze
 - c. ELKS WEEKLY NEWS BLAST - Blast Published every Tuesday for weekend and Future Events
 - d. DIGITAL ADVERTISING possibilities (not limited to):
 1. FACEBOOK: PR will post to the Elks site
 2. Your Facebook and friends (email too)
 3. [Clark County Today Facebook page](#)
 4. CHAMBER OF COMMERCE:
[Web submission](#)
 5. CITY OF VANCOUVER ONLINE CALENDAR SUBMISSION:
<https://www.cityofvancouver.us/node/add/community-event>
 6. THE COLUMBIAN ONLINE EVENTS CALENDAR SUBMISSION:
<https://events.columbian.com>
 7. NEXTDOOR EVENT SUBMISSION:
<https://nextdoor.com/events/calendar/>
 8. CLARK COUNTY LIVE EVENT SUBMISSION:
<https://clarkcountylive.com/submit-news-events/>
 - e. LODGE TV in Lounge for Upcoming Events

FOOD

1. Have a Menu established **1 month prior** to the event.
2. Meal served – Dining and/or Lodge Room or Outside BBQ
 - a. Estimate number of people attending.
 - b. Dining Room: Seating with waitress service or Buffet, Table Cloths, Plates, Silverware, Table layout.
 - c. BBQ -Outdoor meal: Cooks, Prepared food, such as lettuce, Chicken, Hamburgers, Drinks, etc. (Canopy -3 located down stairs). Picnic tables, other seating and tables.
3. Menu
 - a. Determine Menu, estimate cost of food to be ordered. Amount of food per person.
 - b. Must check with Kitchen/Lounge Liaison if any food will be prepared by the Elks Kitchen for your event. Also if any food will be purchased for your event.
 - c. Must involve Elks Chef, 2 Months in advance of the event, if any food will be prepared by the Elks Kitchen for your event.
4. Pots, Pans, Dishes, Silverware, Glasses, Etc.
 - a. Necessary items for a Meal.
 1. Dishes, silverware, salt/pepper, pots/pans located in Kitchen
 2. Downstairs in rooms referred to as the Don Wilson room have several different sizes of paper/plastic cups. Plastic forks, knives. Chicken Cage room– have paper plates, napkins, paper towels.

ENTERTAINMENT

1. Band- what kind of music do you want?
 - a. What is the Total Cost for the Band?
 - b. Contract for date, time and cost
 - c. MUST have a check for a band in advance of Event. Work with the Elks Office to arrange any checks and/or money matters.
 - d. Add Cost of band in price of ticket
2. Other Types of Entertainment
 - a. Singers, Dance groups, etc.
 - b. Free Entertainment
 1. Schools
 2. Non Profit Groups DECORATIONS
3. What is the theme of the Event?
4. See what is available in the Lodge to use
5. Look in Stores, Oriental Trading or online items.
6. Walls, ceilings and tables.
 - a. Get Group together to decorate and take down after the event.
 - b. Lodge Decorator - Colleen Wyatt, colleenw360@gmail.com

TICKETS

1. Once a price is determined for your event, Contact Lodge Office to have the tickets printed. **Lead time 6 to 8 weeks.**
2. Check prior years for the number that attended the Event.
3. Make sure the tickets are correct (Name of Event, Date, Time, Place, Price per person). Have a sample made before giving the go ahead for the final print. Tickets must be numbered.
4. Have tickets ready for sale, **at least (1) month before the Event.**
Any money making, such as 50/50 sales. MUST CONTACT Exalted Ruler If any event to raise money might be considered gambling (as the Elks have a Gambling License that must be strictly adhered to).

COMPLETE EVENTS BOOK FOR FUTURE USE

Deadline – must be completed 1 month after event

1. Address each of the above topics in a summary. Make sure all the contacts are identified, with names, phone numbers etc. for next year's committee. Make a separate page with receipts.
2. Compare Actual Cost to Budget - make Excel Spreadsheet for tracking cost vs. budget.
3. Assess what was successful and what changes would recommend.
4. List of Inventory after event for future event (Elks Lodge use).
5. Thank all the volunteers.

FORMS

Check with Office for forms:

1. Volunteer Sign up – used to record people, hours, miles for Volunteers.
2. Data Collection - Complete after event for Office and Grand Lodge. Record Number of Elks, Non Elks, money collected.
3. Income and Expense report – Complete when exchanging information with Bookkeeper.
4. 501 c 3 Elks Federal ID Number when vendors, businesses need documents for the IRS when they make donations to Elks. **ELKS IRS # 31-07974**
5. Yellow forms are used to obtain money or make payments from Bookkeeper.