

HarborWalk

ON THE BLACK RIVER

All social events are to be sent to Board

Point Person for Board; Mary Ann Grasso (Board of Directors)

email: mauggirose@gmail.com or put in the drop box at the Community Center

<i>Social Event Form</i>	
Date of Request:	
Event Coordinator:	
Phone:	Email:
Event Team:	
Type of Event:	
Description of Event:	
Date(s):	Raindate (if necessary)
Time:	
Location:	Clubhouse Needed: Yes No Capacity: 90
Target Participants (circle all that apply)	Resident Children Guests (#___)
If fundraiser: contribution per person: \$_____	
Supplies/Equipment Needed:	
Amount Requested	

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For Board Use Only

Approved

Conditional Approval

Denied

Amount Approved:
Explanation of Decision:
Flyer to be submitted for website and email blast to dan.pavlik@harborwalkonline.com Flyer can be a Google Doc and/or PDF. Submit 3 weeks prior to event. Initial announcement of event will be posted on website and/or email blast with a reminder a few days prior to event.
Date of Approval
Approved by:
Attached Accountability Report to be completed and turned into Mary Ann Grasso at end of event