

 Event Form

If you would like to add your team event to the

K3c calendar, bulletin, and Facebook, please complete this form

and drop in the barrel.

Team Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time from: \_\_\_\_\_\_\_\_\_\_\_\_ to: \_\_\_\_\_\_\_\_\_\_\_\_

Repeats? Y/N If yes, when: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(ex. 2nd Tuesday of each month)

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (ex. K3c, Arena, etc.)

* Do you need a flyer created for your event? Y/N

If yes, the Media team will send you a proof to the email you provided

* Do you need the Arena team’s assistance at your event? Y/N

If yes, the Arena team will contact you soon to find out

how they can help you at your event.

* Do you need the Chuck Wagon team’s assistance at your event? Y/N

If yes, the Chuck Wagon team will contact you soon to find out
how they can help you at your event.

**Attention All Teams:**

* Do you need funds for this event? Y/N
* Fund Requested Submitted? Y/N Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If funds are needed for this event, a fund request must be submitted at least 30 days prior to the event to our Finance/Audit Team, no exceptions. Once funds are approved, the Media Team will be notified by the Finance/Audit Team to pursue advertisement (flyers, etc.)

More Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If you have any questions, please contact

C J Wagener ● 469-335-6024

Revised October 2023