

Event Summary Form

Event Name	Date:	Time:
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CCARC Contact	Ph:	Email
Event coordinator	Ph:	Email

Event Description

How many operators are needed
Estimated Budget

Site Plan Attached

Volunteer Recruitment Plan

Club meeting announcement
 Email
 Email Blast
 Weekly update
 Rocking Chair
 Social Media
 Web Site
 Net Announcement

Communications Plan			
Frequency	Offset	Tone	Purpose

Promotional Materials Request		
Qty	Description	Source

