Naples Woman's Club
LIVING THE VOLUNTEER SPIRIT

NWC OFF-SITE EVENT REQUEST FORM

Please print out this form and email to vpoperations@napleswomansclub.org with a cc to admin@napleswomansclub.org

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Will this event need a flyer? Send NWC Flyer Request Form to anita.holmgren@gmail.com

Show on Member Home Page?
Yes ☐ or No☐ (committee meetings are posted on the calendar only)

Show on PUBLIC Home Page? (Is this event open to the public?)
Yes ☐ or No☐

Event Type
☐Membership Meetings ☐Special Event ☐Board or Committee Meeting ☐Fundraiser

Event Name: _____
Do not use the " or # character in the event name

Event Date: _____ **Begin Time:** _____ **End Time:** _____

***Location Address** _____
***Location Website** (URL): _____

Allow for Event Contact Form & Information?
Yes ☐ or No☐ **If YES please fill out ALL info below.**
Event Manager Name: _____ **Email:** _____
Event Manager Phone: _____

Very Short Description: _____
Event Detailed Description: _____
_____
_____

Registration Required? Yes ☐ or No☐
Now Open for Registration? Yes ☐ or No☐ If not yet, when open? _____
Last Date to Register: _____
Guests Allowed? Yes ☐ or No☐
Cancellation Policy? _____
Cost per Member: _____ **Cost per Guest:** _____ **(i.e. $20.00)**

Will there be a meal provided? Yes ☐ or No☐
Do you require meal selection prior to event? Yes ☐ or No☐
Vendor: _____
Meal Options:
1. _____
2. _____
3. _____