

# PARTY/SOCIAL REQUEST FORM for VOLUNTEER ORGANIZERS

Volunteer party organizers are in charge of all aspects of planning and staging of OLLI parties/socials, except for the logistics listed below involving OLLI staff. Staff is not involved in providing decorations, creating flyers/programs, buying outside food, or otherwise organizing the event.

## For Internal Office Use

Date Submitted: \_\_\_\_\_  
Reviewed Prog Assc: \_\_\_\_\_  
Reviewed Admnstr: \_\_\_\_\_  
Reviewed Com Assc: \_\_\_\_\_  
Met w/Site Asst: \_\_\_\_\_

### INSTRUCTIONS:

- 1) Fill out form and submit to program associate for approval of event concept and timing.
- 2) Program Associate will share form with Tallwood administrator and communications associate for logistics and publicity support.
- 3) Administrator will assign and notify you of a site assistant to support your event.
- 4) Two weeks before the event date, make an appointment with the assigned site assistant to discuss your support needs and final details for your event.

### EVENT INFORMATION:

Event Name & Description: \_\_\_\_\_

\_\_\_\_\_

Preferred Dates: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Total Time Needed incl Set-up and Clean-up: \_\_\_\_\_

Maximum # Guests: \_\_\_\_\_ Cost Per Member: \_\_\_\_\_

Registration to Begin: \_\_\_\_\_ Registration to End: \_\_\_\_\_

Preferred Locations (in order of preference): \_\_\_\_\_

\_\_\_\_\_

### OLLI STAFF/LOGISTICS SUPPORT:

Set-up Needs (use/arrangement of tables, chairs): \_\_\_\_\_

\_\_\_\_\_

A/V Equipment Needs (be specific): \_\_\_\_\_

\_\_\_\_\_

Supply Needs (OLLI coffee cups, coffee, napkins, cookies): \_\_\_\_\_

\_\_\_\_\_

Copying Needs: \_\_\_\_\_

\_\_\_\_\_

Advertising Needs (E-blast, Communicator): \_\_\_\_\_

Contract or Rental Agreement Needed: \_\_\_\_\_

Payment Needed (to whom and for what?) \_\_\_\_\_

\_\_\_\_\_

### ORGANIZER INFORMATION:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_