

NOTICE OF EVENT FORM

INFORMATION FOR GRAND LODGE WEBSITE

Local Event Coordinator: _____

Phone _____ Cell _____ E-mail _____

Event Address: _____

Location name (if any) _____

Event Date _____ Beginning _____ Ending _____

Sponsoring Lodge: _____

Name & phone # of Master approving event _____

OTHER INFORMATION

Event Type: __Community, __school event, __school class(es), __stand alone, _____

Area Coordinator notified: Assigned Instructor: _____

Training needed? Yes No

If yes, training location, date, time _____

Anticipated # of Children: _____

of Kits Needed: _____ Date Ordered _____

Mailing Address for kits: _____

of Computers needed: _____

of Volunteers needed: _____ Is help needed to get Volunteers? Yes No

Notes:

Form must be submitted to Grand Lodge:

If Mailed : Grand Lodge, Attn: Heather, 2866 Via Verde, Springfield, IL 62703

If Faxed: 217-529-0242 Attention Heather

If E-Mailed: HPoe@afam-il.org

***** Grand Lodge*****

Received by: _____ Date: _____

Sent to Chairman: _____ Received by: _____