



**Club Tread**

# Event Planning Sheet

Check all information carefully. The schedule will be typed from the information below

Day/Date \_\_\_\_\_ End date (if more than one day) \_\_\_\_\_

Activity (type) \_\_\_\_\_

Location \_\_\_\_\_ Boot Rating \_\_\_\_\_

Coordinator(s) \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

**Optional Information (provide only if important)**

Member only \_\_\_\_\_ Booking deadline \_\_\_\_\_

Maximum \_\_\_\_\_

Other info \_\_\_\_\_



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