

## CAC Event Planning Form

*This form is a communication tool for CAC internal and collaborative events/activities, not for facility use by others.*

*Duplicate, rename, and fill in to the extent possible. Seek assistance as needed from the Event and Facilities Coordinator (EFC). For fields that are not applicable, use NA; for unknowns at this point, leave blank. When form is sufficiently complete, forward it along with the anticipated budget ([budget template linked HERE](#)) to the EFC.*

*The information will be reviewed by the Board to approve the event. Once an event is approved, the form can also serve as a contract for those being compensated. The form and the budget are to be shared with the entire event team and used to develop a task list ([sample task template linked HERE](#)) to clarify tasks, due dates, and responsible persons and to track progress.*

*All event data is to be kept in an assigned folder on the CAC Shared Drive. EFC will assign and share the drive folder.*

**PLEASE PUT CURSOR BELOW PROMPT SO THAT NOT EVERYTHING IS BOLD. DELETE THIS LINE AFTER THE FORM IS COMPLETE.**

**1. Creative Stream (Art, Concerts, Theatricals, BSMS, Garden, Other):**

**2. Event Title:**

**3. Event Date(s)/Time(s)(start and end):**

**4. CAC Event Lead and Contact Info:**

**5. Collaborating Participants, Roles, and Contact Info (email, phone):**

**6. Venue(s) (Studio-65 p max; Mtg Room-10 p max); Theater-49 p max-Fire Safety Evacuation Plan required; Other, e.g., Veteran's Park):**

**7. Event Summary Description (less than 3 sentences):**

**8. Target Audience: (all, kids/seniors/diversity groups, etc.):**

**9. Expected Attendance # Range:**

**10. Admission Type (e.g., ticket fee, tuition, suggested donation, donation, or free):**

Admission Platform (Platforms for advance payments include Square, PayPal, and others. If a headcount is desired for free events or cases where payments are collected at the door, Square or Google Forms can be used.)

**11. Rehearsals/Set-Up Date/Time(s):**

**12. Removal Date/Time(s):**

**13. Equipment Needed (e.g., chairs, tables, lights, TV screen):**

**14. Rights and Licensing Needed (CAC holds BMI and ASCAP license agreements for most music used at events. The CAC licenses are limited and may require reporting play lists. Rights/licenses need to be obtained for films and plays not in the public domain or original.):**

**15. Artistic Team Roles and Persons (if known at this point), and Anticipated Compensation (if any):**

**16. Volunteer or Other Staffing (e.g., greeter, check in, drink server, firewatch) and Compensation (if any):**

**17. Detailed Project Description (Provide below or attach):**

**18. Printed Program (yes or no):**

**19. Flier Creation (event team or CAC Publicity Team - \$50 in budget):**

**20. Additional Marketing Desires (Lead is responsible for providing a first draft press release and images. CAC's Publicity Team will edit and distribute the press release/images to CAC's list of print and online news outlets; put the event on CAC's website; include the event in the MailChimp newsletter; update CAC calendars.; post on Facebook and Instagram.):**

**21. Proposed Net Income (Prepare a draft budget – Template linked [HERE](#) – showing anticipated income and expense streams; EFC/Board can assist. Once the event is approved, purchasing will adhere to the CAC Spending Policy. If seeking grants or soliciting funds as sources of income, you will need to coordinate with the Board.):**

**Contacts and help:**

**Drive Assignments: Stephanie Schleicher, EFC, [Steph@culturalartsco.com](mailto:Steph@culturalartsco.com)**

**Publicity Team: Stephanie Schelicher, [Steph@culturalartsco.com](mailto:Steph@culturalartsco.com); Jean Basiletti, [jeandrawing@gmail.com](mailto:jeandrawing@gmail.com)**

**President: Olenna Truskett [TOSCAC2010@gmail.com](mailto:TOSCAC2010@gmail.com);**

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