

RISING SUN LODGE #29 F. & A. M.

#1 Walnut Street N.E.
P.O. Box 1421
Decatur, Alabama 35601
(256) 353-5491
Chartered 1827

EVENT INFORMATION SHEET

(PART I: PRE-EVENT)

1) **EVENT:** _____ **DATE:** _____

_____ (Event Chairman)	_____ (Committee Member)	_____ (Committee Member)
_____ (Committee Member)	_____ (Committee Member)	_____ (Committee Member)
_____ (Additional Contributors)	_____ (Additional Contributors)	_____ (Additional Contributors)
_____ (Additional Contributors)	_____ (Additional Contributors)	_____ (Additional Contributors)
_____ (Photographers)	_____ (Photographers)	_____ (Photographers)

2) **EVENT PLANNING TIMELINE:** (Dates and Locations of Planning)

_____ (Plan Event with Committee)	_____ (Recruit Volunteers)	_____ (Notify Lodge Members)
_____ (Coordinate Refreshments)	_____ (Date of Event)	_____ (Follow-up)

Competing Events: _____

Goals for the Event: _____

Who will benefit from the Event: _____

Suggestions/Ideas: _____

EVENT INFORMATION SHEET

(PART II: POST-EVENT)

3) ENVIRONMENTAL CONDITIONS: (Check the best description)

<input type="checkbox"/> HOT	<input type="checkbox"/> MILD	<input type="checkbox"/> COLD		
<input type="checkbox"/> CLEAR	<input type="checkbox"/> RAIN	<input type="checkbox"/> SNOW	<input type="checkbox"/> SLEET	<input type="checkbox"/> STORM
<input type="checkbox"/> WEEKDAY	<input type="checkbox"/> WEEKEND	<input type="checkbox"/> AM	<input type="checkbox"/> MIDDAY	<input type="checkbox"/> PM

4) PHOTOGRAPHS TAKEN: (Check all that apply)

<input type="checkbox"/> Wide Event Shot	<input type="checkbox"/> Event Banner w/Logo	<input type="checkbox"/> Pertinent Structures	
<input type="checkbox"/> Groups	<input type="checkbox"/> Kids/Family	<input type="checkbox"/> Individuals	<input type="checkbox"/> Artistic

5) TOTAL EVENT ATTENDANCE: (Try to have an accurate head count)

Total Attendees: _____ M-Masons: _____ EA's: _____ FC's: _____

DeMolay: _____ OES: _____ Shriners: _____ Rainbow: _____

Family Members: _____ Friends: _____ Special Guests: _____

6) TOTAL COST & REVENUE: (This should be exact for Lodge records)

Net Earnings: \$ _____ Income: \$ _____ Expenses: \$ _____ Donations: \$ _____

7) SUMMARY OF EVENT: (Try to get as much input as possible)

Stories from the day: _____

Affect on Masonic Identity/Community Awareness: _____

How People/Members were Affected: _____

EVENT INFORMATION SHEET

(PART II: POST-EVENT)

The Service Provided to the Community: _____

List of Benefits: _____

List of Failures: _____

Things to Change: _____

8) OVER ALL FEEDBACK: (Check the appropriate number)

Met Goals	7	6	5	4	3	2	1	Missed Goals
Success	7	6	5	4	3	2	1	Failure
Do it Again	7	6	5	4	3	2	1	Drop It

Comments/Conclusion: _____
