

# COUNCIL & SERVICE UNIT EVENT FORM

**Directions:** Complete this form prior to all council and service unit sponsored events. Fill in all lines (use N/A when items do not apply to the event). Attach event flyer to the completed form and submit to the council service center at least two weeks prior to the event.

Check One: \_\_\_\_\_ Service Unit Event      \_\_\_\_\_ Council Event

Service Unit #: \_\_\_\_\_ Service Unit Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Location: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Fee: \_\_\_\_\_ Attendance: \_\_\_\_\_ Adult \_\_\_\_\_ Girl

Registration Deadline: \_\_\_\_\_

Troop Registration: \_\_\_\_\_ Yes \_\_\_\_\_ No      Individual Girl: \_\_\_\_\_ Yes \_\_\_\_\_ No

Is this event open to other service units? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you want it placed on the council website? \_\_\_\_\_ Yes \_\_\_\_\_ NO (If the event is placed on the council web site you will need to send the flyer in MS Word format on a disk.)

Other information: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Date Received: \_\_\_\_\_ Date forwarded to the program director: \_\_\_\_\_