

# Midstate Miata Club Event Planning Template

Please come prepared to share this information and leave a copy

Name of Submitter	Name of Event
Target Date(s) for Event	Destination Location
Alternate Date(s)	
	Start/meet time
Volunteer Hosts/Event Coordinator(s)	Start location
	Rain or shine or Shine only event (Y/N)

Describe the day with enough detail to distribute as our initial "teaser" to help members decide if they want to participate:

<b>Additional questions</b>	<b>Yes/No</b>	<b>Estimated cost</b>
Will there be a planned drive included?		
How long will the entire drive be?		
Is this an overnight event?		
Will there be food (purchased or brought-circle one)?		
Will there be hotels/motels needed? (This should be considered if it's a long day for those travelling from extremes of the region even though it may be a 1 day event e.g. the Holiday Party)		
Do you need any help planning (i.e. mentor)?		