



TOWNSEND ROD AND GUN CLUB NOTIFICATION PROCEDURE FOR EVENTS

Application for events are submitted to the Board of Directors **4-6 weeks** prior to your event.

If the application for event is approved, the board will submit the event information for media and marketing coverage to appropriate committee members in charge.

Information for the event will have been gathered from the event application form (below),

Notification of event should go out at least one month prior to event. There should be follow up reminders of event when appropriate. ie: include a reminder during email blast for other TRGC news.

Advertising: Bob Clark theharbor@comcast.net
Email Sender: Jim Kennedy james.w.kennedy@comcast.net
Facebook: Arron Pacyna a.pacyna@hotmail.com
Website: Bob Clark theharbor@comcast.net

Name: _____

Address: _____

Phone: _____

Email: _____

Event Name: _____

Date: _____

Time: _____ - _____

Estimated Number of Attendance: _____

Number of Volunteers Required: _____

(CONTINUED)

Cost to TRGC: _____

Participation Fee: _____

Payment to TRGC: _____

Items Required from TRGC

- Gates Open
- Club House Open
- Kitchen Open
- Hearing Protection
- Eye Protection
- Other _____

Full description of event:
