

# Ballard Elks Event Process & Checklist

## Step 1: Submit Your Proposal

Complete and submit Lodge 827's [online event proposal form](#).

or

[Download this form](#), complete it, and email it to 827events@ballardelks.org

### We'll need details such as:

- Event description
- Proposed event date(s) and room/areas desired
- Budget and profitability plan (hard costs vs. ticket sales, silent auctions, 50/50 raffle, etc.)
- Equipment and supplies needed, noting what you'll provide and what you're hoping the lodge can help with (tables, tablecloths, plates, cups, utensils, microphone, sound system, raffle tickets, etc.)
- The charity to benefit from the event (such as the Elks National Foundation, the WA State Therapy Program, or Children's Hospital). If you're unsure, we can help with recommendations. See our [list of potential beneficiaries](#).
- Estimated number of volunteers, noting how many you'll provide and how many you'd like for us to help wrangle.

### Things to know:

- Submit your proposal as early as possible, ideally 3-4 months before your event. This will provide enough time for us to review your proposal, confirm the space and date is available, and help you finalize your plan and prepare promotions. Note: We recommend allowing time in your schedule to advertise your event in two editions of the Antlers, which comes out monthly (the deadline is the 19<sup>th</sup> of the month prior).
- The Activities Committee will present your proposal to the Board and get back to you as soon as possible. Once your event's been approved, we'll forward all details you've provided, including your budget, to the lodge bookkeeper.
- As the chair of the event, you will be personally responsible for all event details (including proper set-up and clean-up of the area, the kitchen (if used), any linens, dishes, etc.) and be the touchpoint for all communications.
- 15% of the net profits you raise automatically goes to the Ballard Elks Building Fund. Thank you!
- Don't assume you'll have access to the kitchen. If the kitchen is needed, we'll work with the House Committee to see what's possible. Our staff cannot cook for your event. If your event involves food, you will need volunteer cooks.

- Sunday afternoons are great times for potluck-style events like Dip-Offs and Chili-Offs because the kitchen is typically closed after 1:00 on Sundays.

## **Step 2: Make your gameplan**

- Form an event committee and delegate tasks. Ask your Elk friends to help — one person can't do it all.
- If you expect to be compensated for any expenses, you must get them approved in advance. If you have questions about what expenses the Elks can help pay for, we'll put you in touch with the lodge bookkeeper.
- Complete our [Funds Request form](#) if you need money in advance.
- If you need a "bank" or till at your event for making change, you can include those details on the Funds Request form OR let the lodge bookkeeper know what you need one week before the event. They will provide you with a zippered bag and paperwork which you can turn in to the bartender so they can deposit it in the safe at the end of their shift.
- Let us know if you'll need access to the Lodge during off hours (which can be tricky on Saturdays).
- You will be responsible for room set-up and clean-up, including returning the room to its original layout/condition. If you don't, your event will be charged for these services. If you use tablecloths or other linens, you must pay to have them professionally laundered and pressed, then return them to their storage spot. Again, this would be considered an expense of the event.
- Once you've finalized the specifics of your event, send them to [827events@ballardelks.org](mailto:827events@ballardelks.org) so we can facilitate the design of promotions for The Antlers, our FaceBook page, flyers, table tents, our screen, our website, and The Elks app. (Note: The deadline for each month's Antlers newsletter is the 19<sup>th</sup> of the previous month.) Though it will be your responsibility to print and distribute things like flyers and table tents, we can often assist with this.
- Nearly all of our events are for Members and their Guests only. You'll need to include this language in your promotional materials and have a sign-in list for event guests.
- If you need volunteers, we'll put you in touch with our Volunteer Coordinator.
- If you have a raffle or game of chance, you'll need to turn in a completed [raffle form](#) with money, along with details including beginning and ending ticket numbers, total sales, total paid out as prizes, and details about anyone who wins cash or prizes valued at \$50 or more. Gambling money should not be mixed with any other activity money.

- Grand Lodge policy prohibits paying cash for expenses directly from the proceeds. For example, if a band is to perform at your event, we'll need to pay them with a check separately from the money you collect at the door.
- Be sure that you and your volunteers [report your volunteer hours](#) leading up to and during the event.

### **Step 3: Wrap up final details**

As soon as your event is finished, all money collected should be turned in to the office if it's open, or to the bartender by the end of the night. It should be placed into envelopes along with any required paperwork, clearly labeled, and sealed.

Complete and submit the following paperwork as soon as possible (ideally along with any money you've collected):

[Lodge 827's activity reporting form](#)

Grand Lodge-approved [form for reporting expenses and net proceeds](#)

[Volunteer info for the Grand Lodge](#)

[Volunteer info for BPOE #827](#)

(If you have a large number of volunteers, [this form](#) can simplify things.)

[Bingo and raffle activity reporting form](#) (if you had either at your event)

- Turn in all receipts to the lodge bookkeeper within one week of your event, clearly identifying what each is for and noting all donations. Complete the [Funds Request form](#) if/as needed for reimbursements.