



# Planning the Event

What type of event will you have?

Private\_\_\_\_ Public\_\_\_\_

\_\_\_\_\_(Bake Sale, Dinner, etc.)

What is the budget? \_\_\_\_\_

What are your goals for the event, what SAHF program will it sponsor?

\_\_\_\_\_

Date?\_\_\_\_\_

How many people? \_\_\_\_\_

RSVP\_\_\_\_\_

Where will the event take place?

Home\_\_\_\_\_

Other\_\_\_\_\_

Reservations\_\_\_\_\_

Need Deposit?\_\_\_\_\_

Restriction?\_\_\_\_\_

How will you invite people?

Invitations\_\_\_\_\_

Verbal\_\_\_\_\_

Flyers\_\_\_\_\_

Design?\_\_\_\_\_

Email\_\_\_\_\_

What supplies will you need? (Ex. Signs, flyers, DVD) \_\_\_\_\_

# Press Release/Consent Form



With consideration, the following undersigned grants permission to SAHF to use photos, videos, or images of the undersigned in SAHF's publicity and media press release.

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature (Parent must sign if a minor)**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State, ZIP**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Date:**

Accepted by:

Salvadoran American Humanitarian Foundation

By: \_\_\_\_\_ SAHF Member

Date: \_\_\_\_\_