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: __________________________