

 **Five College Learning in Retirement**  
**Event Planning Form – for office**

\* TODAY’S DATE \_\_\_/\_\_\_/\_\_\_\_\_

\* LIR COMMITTEE \_\_\_\_\_

\* LIR CONTACT \_\_\_\_\_

\*Phone number (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_ \*E-mail \_\_\_\_\_

**SECOND CONTACT** \_\_\_\_\_

Phone number \_\_\_\_\_ E- \_\_\_\_\_

\*EVENT DATE \_\_\_/\_\_\_/\_\_\_ EVENT TIME: \_\_\_\_\_ ALTERNATE DATE: \_\_\_/\_\_\_/\_\_\_

\*EVENT TITLE (FOR CALENDAR AND PUBLICITY) \_\_\_\_\_

SUBTITLE \_\_\_\_\_

\*EVENT DESCRIPTION/PURPOSE

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EVENT LOCATION NAME \_\_\_\_\_

EVENT CONTACT \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

RENTAL CONTRACT (Y/N) \_\_\_\_\_ Deposit (y/n) \_\_\_ Due date \_\_\_\_\_

EVENT CATERING (Y/N) \_\_\_\_\_

CATERING CONTRACT (Y/N) \_\_\_\_\_ Deposit (y/n) \_\_\_ Due date \_\_\_\_\_

OTHER INFORMATION

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**PLEASE RETURN TO:**

**5 College Learning in Retirement, 18 Henshaw Ave., C2, Smith College, Northampton, MA 01063**