

EVENT LISTING REQUEST

Before beginning with this request, please contact Carl Krause, Secretary, email: [carlkkrause1@comcast.net](mailto:carlkkrause1@comcast.net), or phone: 781-751-9094 to be sure the event's date and time are available on the club's calendar. Having done that, please submit this request for Prime Timers Board approval before the last Thursday of any month. Along with this request, the organizer(s) must take the responsibility to do a write-up for the Prologue using the outline below, announcing the event, and submit it to [flapiana@comcast.net](mailto:flapiana@comcast.net), Prologue Editor, before the last Thursday of the month TWO MONTHS prior to the event. This increases the chances for greater member participation.

Type of Event: \_\_\_\_\_

When: Day & Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Start Time: \_\_\_\_:\_\_\_\_ AM/PM End Time: \_\_\_\_:\_\_\_\_ AM/PM

Where: Street Address \_\_\_\_\_

City: \_\_\_\_\_ Zip \_\_\_\_\_

Cost per person: \$\_\_\_\_\_ Other Costs; Amount \_\_\_\_\_ For What:: \_\_\_\_\_

(Please add \$1.00 for ticket mailing when tickets are involved).

Maximum Number of Guests: \_\_\_\_\_ Minimum Number: \_\_\_\_\_

Last Date for RSVP: \_\_\_\_/\_\_\_\_/\_\_\_\_

Transportation: by car:

By public transportation: Provide Subway, Bus, or Rail. Line & Station stop \_\_\_\_\_

Parking: On street? \_\_\_\_\_

Public Garage: (location) \_\_\_\_\_ (cost? \_\_\_\_\_)

What Will Happen?: Make it as inviting for the members as possible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor Info: If the event is not in a member's home (please list Contact Name, Address and Phone # where check must be sent by the Prime Timers Office to secure tickets or space. If a deposit is required, provide date due: \_\_\_\_\_ & when final payment must be made: \_\_\_\_\_)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you. We appreciate your time in making this a special event for the membership! Until you hear from the Board, this is not a definitely scheduled event. Submit the above info to: Prime Timers President, 566 Columbus Ave., Boston, MA 02118-1181. Phone: 617-447-2344.

Signature \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_