

Name of Event: (Something Fun Day, Tennis followed by potluck lunch, appetizers or pizza or whatever)

Who: (STC Members or Members & Guest – May be Members Only for Tennis but Members/Guests for lunch after tennis)

When: (Day & Date):

Time of Check in:

Time of Tennis Play:

Where: (Check in for court assignments on at STC Patio or all matches are played at Saddlebrooke etc.)

What: (General Description: Mixed Doubles, Gender Doubles or Both)

Cost: STC Members: (no cost or maybe minimal)

Guests: (cost or not)

Sign Ups: (please sign up for tennis & your potluck entrée at the SB Tennis Clubhouse... or if you decide to take sign up by email, give email address)

Event Sponsors: (STC & John Doe or STC & 4.0 ladies, etc.)

Questions: (John Doe 818-5555 or jdoe@whatever.com)

Special Notes: (I.e., in case of rain, will or will not be rescheduled or whatever message you'd like to convey)

+++++

Notes to organizers:

- 1) Please obtain BOD approval as first step. BOD will provide a BOD member to direct any questions that arise.
- 2) Reserve courts for event with Nancy Frazer or STC Coordinator
- 3) Reserve patio for event through Trisha Rogers HOA! Event Coordinator.
- 4) Construct email with this information and send to STC Tennis Center (Nancy Frazer) to send out to STC membership.
- 5) Email or Flyer should be sent to Nancy Frazer or Riley Jackson to post on website. (MJ George is available to assist with making a flyer).
- 6) Sign-up sheets and this same information should be posted on the STC bulletin board.
- 7) Send email reminders through Nancy Frazer if necessary.

Name of Event:

Who:

When: (Day & Date):

Time of Check in:

Time of Tennis Play:

Where:

What:

Cost: STC Members: (cost or not)

Guests: (cost or not)

Sign Ups:

Event Sponsors:

Contact Person:

Special Notes

+++++