



HANOVER HARVEST FESTIVAL

Event Coordination Worksheet

Please complete this form and return it to Abby Peterson by July 11th, 2009.

Name of Event or Activity: _____

Name of Volunteer Event Organizer: _____

Start Time: _____ End or Closing Time: _____

Location of Event or Activity: _____

Parking Requirements (if applicable): _____

Requested Funding Amount (provide detail): \$ _____

Required Amenities (bathrooms, water, etc.): _____

Electrical Power Requirements: _____

Event Volunteer Staffing: We ask that you please recruit your own volunteers for your event. However, if you feel that you will need extra volunteers for your event, circle 'yes' and tell us how many: I need extra volunteers: YES / NO If yes, how many? _____

Security Required? YES / NO
If yes, please provide your security coverage time requirements: _____

***NOTE: Security will only be scheduled once we are aware of your specific needs!!!*

Sponsors: (businesses or individuals directly sponsoring your event and/or furnishing a product, service or prize award for your event) _____

Misc. Needs or Requests: _____

Thank you for your assistance, it is greatly appreciated!

The contents of this form are intended for the sole use of authorized Hanover Harvest Festival event coordination volunteers.