



# 2023-24 Carriage Manor Activity Request WORKSHEET

This worksheet walks you through the information you will need to complete the online form. \* Indicates a Required Field. Form Link: <https://www.carriagemanorrv.com/forms> → Activity Request Form  
Season: 11/1/23 - 4/30/24 Yearly: 11/1/23 - 10/31/24

## Event Info

Email\* \_\_\_\_\_ Phone #\* \_\_\_\_\_

Coordinator\* \_\_\_\_\_ Club/Group/Other\* \_\_\_\_\_

Event Name\* \_\_\_\_\_  Meeting

Event Discription \_\_\_\_\_

Private Event\*  Yes  No (Private events are not included on the public CM Calendars)

Requested Room\* \_\_\_\_\_ Other Location: \_\_\_\_\_ (i.e. Courts, Areas)

Second Choice Room \_\_\_\_\_

Event Date\* \_\_\_\_/\_\_\_\_/\_\_\_\_ (Choose the first **actual** date this event starts)

Event Start Time\* \_\_\_\_\_ AM/PM Event End Time\* \_\_\_\_\_ AM/PM

Is this a repeating event?\*  Yes  No (Selecting No indicates this is a 1 time event)

## Repeating Event Details

What days of the week does this event happen?\*  M  T  W  Th  F  S  S

How often does this repeat\* (Select a pattern that applies. Choose **Other** if your event falls outside of one of these date patterns and then fill out those dates.)

Weekly  1st and 3rd Week of the Month  2nd and 4th Week of the Month

Monthly  Other - Specify Dates: \_\_\_\_\_

What is the last date of this event?\* \_\_\_\_/\_\_\_\_/\_\_\_\_ For events **during the season**, the latest date is **4/30/24**. For events that are **yearly**, the latest date is **10/31/24**. Pick a date that works best for your schedule.

## Event Setup Time/Cleanup Time

Setup Time\*  None  15 m.  30 m.  1 h  2 h  Other (Setup is on the day of the event)

If Other: Setup Start Time: \_\_\_\_\_ AM/PM Setup End Time: \_\_\_\_\_ AM/PM

Cleanup Time\*  15 m  30 m  1 h  2 h

## Resources

Sound  Projector Kitchen\*  Yes  No (Does your event require use of the kitchen)

## Kitchen Usage

Who will be the Safe Serve Representative?\*  Jon L  Karen G  Other: \_\_\_\_\_

How will you be using the kitchen?  With the help of the Grub Club  Catered by an outside vendor

Club prepared  Individual use Other: \_\_\_\_\_

**Dates & Times** the kitchen will be required for food preparation\*: \_\_\_\_\_