

Event/Idea Worksheet



Submit your event/idea to the Anchorage Chapter Executive Board. The worksheet will be reviewed by the Board to determine if it meets the goals and missions of ASEA. Approved worksheets will be referred to the appropriate committee. If the committee recommends approval, the request will be voted on by the Board and then the chapter if it is an unbudgeted expense. If it falls within the chapter's budget it will be presented for a vote at a chapter meeting. Chapter Executive Board contact info @ <http://bit.ly/2puhfPn>

Event/Idea _____

Description _____

_____.

Objective _____

Location _____

Is there a specific date or timeframe? _____

What resources/accommodations are required? _____

Anticipated costs (Estimates)? _____

Other information to consider _____

Submitted by _____ Date _____

Contact Information (Phone & Email) _____

Board/Committee Decision _____