

CLUB TRIP, RUN / EVENT PREPARATION SHEET

TO ASSIST YOU AS TRIP LEADER ON THE COMING EVENT

TITLE / NAME OF EVENT: _____

THE FOLLOWING INFORMATION IS TO BE COMPLETED & FORWARDED TO
EVENTS CO-ORDINATOR, C/- QLD CORVETTE CLUB
PO BOX 1094, SUNNYBANK HILLS, QLD 4109
AS SOON AS IS POSSIBLE FOR INCLUSION IN THE NEAREST MAGAZINE TO THE
EVENT (ALLOWING PRODUCTION TIME).

DATE OF EVENT: _____

ASSEMBLY POINT/S, ADDRESS OR UBD

REF: _____

DEPARTURE TIME: _____

PICK UP POINTS (IF ANY): _____

PLANNED ARRIVAL TIME: _____

VENUE 1: _____

VENUE 1 ADDRESS: _____

VENUE 1 PHONE NO. _____ **EXPECTED TIME OF ARRIVAL** _____

VENUE 2: _____

VENUE 2 ADDRESS: _____

VENUE 2 PHONE NO. _____ **EXPECTED TIME OF ARRIVAL** _____

VENUE 3: _____

VENUE 3 ADDRESS: _____

VENUE 3 PHONE NO. _____ **EXPECTED TIME OF ARRIVAL** _____

Accommodation: Costs From \$ _____ to \$ _____ per night.

BYO ? () CHAIRS? () CAMERA? () BATHERS? () SUN SCREEN ()

WATER() FOOD() BBQ ()

NAME & ADDRESS OF ANYONE INVOLVED REQUIRING THANK YOU
LETTER _____

TRIP LEADER/S: _____

CONTACT NO: DAY _____ **MOBILE** _____

Back up leader if required

**IT WILL ALSO HELP TO WRITE A BRIEF DESCRIPTION OF WHAT IS
PLANNED AS IT ASSISTS THE EDITORS IN THE MAGAZINE ENTRY.**

IF CATERING IS INVOLVED FIRM NUMBERS WILL BE NEEDED BEFORE THE DAY
TO COVER ARRANGEMENTS AND MAY INCLUDE THE NEED TO COLLECT A
RESERVATION DEPOSIT.