

PLEASE PRINT, FILL IN THIS FORM AND MAIL TO THE MCSWF EVENTS  
COORDINATOR

**MIATA CLUB OF SOUTHWEST FLORIDA**

**Event Planning Worksheet**

Event Planner(s): \_\_\_\_\_ Event Closed to MCSWF Members Only? \_\_\_\_\_

Name of Event: \_\_\_\_\_ If Event is open to non-MCSWF attendees, how will  
they be introduced? Name tags needed? \_\_\_\_\_

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_ Proposed follow-up to non-MCSWF attendees, if  
applicable? \_\_\_\_\_

Initial Rendezvous Site: \_\_\_\_\_

Proposed Driving Route: \_\_\_\_\_

\_\_\_\_\_

Special Instructions, if Needed: \_\_\_\_\_

\_\_\_\_\_

What Advertising Will be Done to Promote this Event? (MCSWF Newsletter, MCSWF Web Site, Etc.)

\_\_\_\_\_

RSVP Due Date for Event and Notification to Whom? \_\_\_\_\_

Restaurant/Lodging Arrangements Needed in Advance? \_\_\_\_\_

Special Parking Arrangements Needed in Advance of the Event? \_\_\_\_\_

Will Prizes/Donations be Provided by Dealerships? If so, Which Dealerships and Have They Been Given 4-6 Weeks Notice for Ordering? \_\_\_\_\_

Write-up and Pictures of Event Submitted for Club Newsletter? \_\_\_\_\_

“Thank You’s” Needed? (Restaurant, Hotel, Dealerships, Special People Who Assisted, etc.)

\_\_\_\_\_

Signature of MCSWF Event Planner \_\_\_\_\_ Date \_\_\_\_\_

**Copy Provided MCSWF Events Coordinator for Special Miata Pin Recognition**