

Q-MoB NEW Event Form

1. Host Name _____ 2. Date Form Completed _____
3. Host Cell _____ 4. Host Email _____
5. Event Title _____
6. Event Summary (140 characters)

7. **Event Description**, including description of what's fun/unique about this event, instructions about how registrants can find the group, parking, things they should bring, level of difficulty.

8. Event Address _____
9. Event Date _____ 10. Event Start Time _____ 11. Event End Time _____
12. Recurring Event (Monthly, Bi-Monthly, Weekly)
13. Event Max # of registrants ____ 14. How many people can register for waitlist ____
15. Permission to disclose Host's Name & Cell, if you want registrants to be able to text you if they need help finding the group or will be late: ___Yes ___No

16. Photo we can use for event. Email to queermenoftheberkshires@gmail.com

17. Host agrees to handle or delegate: 1) [Promotion of the Event](#) at least a week before, 2) Attendance/Nametags, 3) Empowering everyone at the event to embody [Q-MoB's Values](#) & [Eventbrite's Community Guidelines](#), 4) Photo Release Forms & Green/Yellow/Red dots (if photos are taken), 5) Asking for Donations for Q-MoB Scholarship Fund at end of Event & returning these to Q-MoB Treasurer, 6) Asking participants to fill out Q-MoB New Event Form if they want to host future events. If you need instructions, help, or supplies to accomplish these tasks, email to queermenoftheberkshires@gmail.com or the Co-Facilitator(s) of the

18. Q-MoB Group Name _____ 19. Group Co-Facilitator Name _____
20. Cell _____ 21. Co-Facilitator Email _____