

# Attention Sphinx members and associates!



Here is a checklist of the information we need to get your Shrine event publicized.

Please use this COMPLETE checklist when submitting your event information for publication in the Booster or on the Sphinx web site. This will ensure we have the complete information and can communicate it adequately.

## Checklist:

- Title of the event..... \_\_\_\_\_
- Date of the event..... \_\_\_\_\_

## Important times involving the entire event:

- Time of set up (if applicable)..... \_\_\_\_\_
- Time attendees should start arriving..... \_\_\_\_\_
- Hospitality times (if any)..... \_\_\_\_\_
- Meal time served (if any)..... \_\_\_\_\_
- Time of entertainment (if any)..... \_\_\_\_\_
- Ending time..... \_\_\_\_\_

## Who is invited:

- Shrine members only?
- Family members?
- Invited guests (semi-public) ?
- Open to the public?

## Dress code?

- Divan..... \_\_\_\_\_
- Attendees..... \_\_\_\_\_
  
- Special / honored guests in attendance?..... \_\_\_\_\_
- Special presentations (if any) ?..... \_\_\_\_\_
- Entertainment (who/what...)..... \_\_\_\_\_
- Meal choices (if any)..... \_\_\_\_\_
- Unit, club or group sponsoring the event..... \_\_\_\_\_
- Some or all of the profits go to benefit...?..... \_\_\_\_\_  
*(Reminder...If profits go to any to Shrine hospitals or charities then Shrine rules must be followed...)*
- Contact person / group (with contact info, including email)..... \_\_\_\_\_
- Reservations required? Deadline...?..... \_\_\_\_\_
- Cost to attend (if any)..... \_\_\_\_\_

Please fax info to:  
Bruce Fairclough 860-667-0795

Or email to:  
[brufair@yahoo.com](mailto:brufair@yahoo.com)

Or forward this to the Recorder's Office