

# Outdoor Event Planning Checklist

Initial when  
completed

	Talk to a staff member to see if date is available
	Pencil in on JH Calendar with Executive Director's tentative permission
	Paperwork for the appropriate kind of event printed from website and completed (if you are planning on using both the inside and the outside you will need forms for both)
	Appointment made with Executive Director for review of event plans
	Meeting with Executive Director
	Payment of appropriate deposits
	Paperwork reviewed by Executive Director and signed
	Date inked in on JH Calendar
	Payment forwarded to City Hall
	Staffperson assigned to event by Executive Director
	Staffperson contacts event organizer and makes any necessary arrangements
	Sound technician assigned to event by Executive Director if needed
	Sound technician contacts event organizer and makes any necessary arrangements
	After event is concluded, staffperson is paid directly by event organizer (preferably in cash) and completes event staffing record
	After event is concluded, sound technician is paid directly (preferably in cash) by event organizer and completes event staffing record
	Building and Grounds condition reviewed by Executive Director
	Authorization of any deposit refund due by Executive Director
	Paperwork permanently filed
	Refund check mailed to event organizer by City Hall
	OPTIONAL: Photos from your event are emailed to the Executive Director for use on the Jones House Community Center website

This form is to be used to guide you through the rental process. Please contact the Office Manager or Executive Director if you have questions.

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[www.joneshousecommunitycenter.org](http://www.joneshousecommunitycenter.org)