



# Pre-Event Planning Questionnaire

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We want your special event to be a fun and memorable occasion! To help us make that possible, please take a few moments to complete the following questionnaire.

Name of your organization \_\_\_\_\_

Name of the event \_\_\_\_\_

Event location \_\_\_\_\_

Date of the event \_\_\_\_\_

What is the time frame of the event? Start time \_\_\_\_\_ Expected ending time \_\_\_\_\_

How many people do you expect to attend? \_\_\_\_\_  
 (Destinations over a ½ hour away from Perry Twp., with less than 50 people expected will be charged an additional transportation fee - based on miles traveled)

Contact person's name \_\_\_\_\_

Phone number \_\_\_\_\_ e-mail \_\_\_\_\_

1) Is there access to an electrical outlet that the truck can plug into? Yes          No  
 (Another option is available if there is no access to a power supply)

2) Parking Location - Is there ample space to position the truck where you want it located? Yes          No

3) How will payment be made? \_\_\_\_\_ Organization will make one full payment          \_\_\_\_\_ Each person will make an individual payment

4) Please keep in mind that we are staffed entirely by volunteers. Events that are scheduled 3 weeks in advance are guaranteed a volunteer to drive the truck. If an event is scheduled less than 3 week prior to the event we will do our best to find a driver, but it cannot be guaranteed.

Checks payable to: Shelbi Martin Benevolent Fund

Shelbi's Sweets & Treats is a non-profit, all volunteer run business with 100% of the proceeds going towards bringing joy to families dealing with childhood cancer.  
 "Until there is a cure, we will give the kids the world"