City of Charlevoix
210 State Street, Charlevoix, Michigan 49720
231-547-3270
mgr@cityofcharlevoix.org

Event Planning Worksheet/Schedule

Name of Event: _____

Contact Person (Available the day of the event): _____

Phone Number: _____

Date(s): _____

Time(s): _____

Location(s): _____

List of items/support needed:

Date of Event Coordination Meeting: _____

Please provide a sketch showing the area you wish to hold the event (i.e., location, size of area, etc.). E-mail to mgr@cityofcharlevoix.org, or return to: *Linda Weller, Charlevoix City Hall, 210 State St., Charlevoix, MI 49720*