



Torrington Elks Lodge #372

70 Litchfield Street

Torrington, CT 06790

860-482-5562

bpoe372@sbcglobal.net

Guidelines for Elks Events

1. Discuss what event you want to have
2. Choose a date
3. Get your volunteers to commit
4. Get a price for entertainment, if necessary
5. Discuss [menus](#), if applicable
6. Meet with chef to discuss food costs
7. Bring the entire proposal to the House Committee (3-4 months prior to actual date)
8. House Committee will review and, if approval given, set prices
9. Prepare notice for Journal and present to House Committee for approval
10. Once approved, prepare additional flyers/posters to hang in approved areas

Congratulations! You are ready to have your event!