

## **2012 Avalon Events:                      Budget**

Easter Egg Hunt-	\$250
Cinco de Mayo-	\$150
Memorial Day Pool Party	\$200
4 <sup>th</sup> of July	\$250
Labor Day Pool Party	\$200
Adults Only Party	\$450
Halloween/ Fall Festival	\$300
Christmas Community Service Project	Free
Community Yard Sale	\$100
Movies at the Clock Tower	\$100

### Checklist for Planning an Event:

1. Set a date for the event and email an invite to Damon Morris (minimum of two weeks prior to event) and he will send out to the entire community.
2. Purchase supplies needed for the event (keep within the event budget)
3. Place a sign inside the gates to advertise the event one week prior (I have most of the signs already)
4. Set up event and clean up afterwards.
5. Submit receipts to Damon Morris for reimbursement.

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