

**Syria Shriners**

**EVENT REQUEST FORM**

Return completed form to: Syria Recorder, Syria Shriners, 1877 Shriners Way, Cheswick, PA 15024 724-274-7000

By email - Deanna Gatto - [syriadeanna@gmail.com](mailto:syriadeanna@gmail.com)

Name Event: \_\_\_\_\_ Date: \_\_\_\_\_

Potentate Event: Yes \_\_\_\_\_ No \_\_\_\_\_

Post on: Constant Contact \_\_\_\_\_ Syria Website \_\_\_\_\_

Web Site Payments Yes \_\_\_\_\_ No \_\_\_\_\_ (PayPal/VISA/MC/AE), If Yes complete below

Event Fee \$ \_\_\_\_\_ + Convenience Fee 3.0% (Event Fee X .030) \$ \_\_\_\_\_ =

Total web payment amount \$ \_\_\_\_\_

Include Web Site Link for payment on Constant Contact Flier Yes \_\_\_\_\_ No \_\_\_\_\_

Electronic Flier # Page(s) Submitted: \_\_\_\_\_ JPEG Format \_\_\_\_\_ PDF Format \_\_\_\_\_

Post Date: \_\_\_\_\_ Re-Post Date: \_\_\_\_\_ Remove Date: \_\_\_\_\_

Event Chairman: \_\_\_\_\_

Submit Reservation Forms and Event Questions to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**NOTE:** Two (2) Week Advance Notice Required for Posting to Constant Contact or the Syria Website!

Chairman Signature: \_\_\_\_\_

Electronic Signature Accepted: \_\_\_\_\_

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Syria Recorder Approval \_\_\_\_\_ Date \_\_\_\_\_

Syria Treasurer Approval \_\_\_\_\_ Date \_\_\_\_\_