



**WBCCI**

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**INSTRUCTIONS:** download this form first, save it to your disc, then open it with Adobe Reader then edit it, then save it... Finally, email it.

**Alternate use:** is to print form to paper, manually fill-in fields, then physically mail completed paper version.

## UNIT ACTIVITIES FOR THE BLUE BERET EVENT SCHEDULE

Please submit all unit activities below for inclusion in the **Event Schedule** section of the *Blue Beret* each month. If you prefer, you may complete the online form on the club website ([www.wbcci.org](http://www.wbcci.org)). This form is under Members' Info, General forms then General Forms for Units. Email completed forms to Deb Sailor at [dsailor@wbcci.org](mailto:dsailor@wbcci.org).

**Deadline – DECEMBER 15th**

(A copy of this report should be sent to your Region President and Vice Presidents.)

Submitted By: \_\_\_\_\_ Unit Website: \_\_\_\_\_

Unit Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BLUE BERET EVENT SCHEDULE**

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Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**BLUE BERET EVENT SCHEDULE**

**PAGE 3**

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Activity Dates: \_\_\_\_\_ thru \_\_\_\_\_ Time: \_\_\_\_\_ AM or PM

Name of Event: \_\_\_\_\_

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

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

Person to Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_