

Event Announcement Request (please complete 30 days in advance)

Community events are great opportunities to meet neighbors and HOA members from different divisions/districts. Lake Cushman Maintenance Company (LCMC) wants to help get the word out to the entire community. Select all announcement methods for your event:

- on the LCMC website calendar
- as a LCMC email blast
- on the LCMC Facebook Page
- on the LCMC Golf Course website
- on the LCMC Golf Course Facebook Page
- on the LCMC office window

Today's date: \_\_\_\_\_

HOA member name, division, block and lot: \_\_\_\_\_

HOA member phone: \_\_\_\_\_

HOA member email: \_\_\_\_\_

Event date: \_\_\_\_\_

Event start and end time: \_\_\_\_\_

Event location: \_\_\_\_\_

Event description:

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Number of anticipated participants: \_\_\_\_\_

Please review the current Parks policy <https://www.lakecushmanmc.com/parks-policies.html> to ensure all planned activities are supported/within guidelines.

For all events in the parks, please reach out to the Parks manager ([arsenault@lakecushmanmc.com](mailto:arsenault@lakecushmanmc.com)) for support and assistance, to include Security attendance, additional porta-potty facilities, and placement of decorations, etc.

Thank you for letting LCMC help make your event a success!

*{Upon submission, the member, the parks manager and the clubhouse manager will receive an electronic copy}*