

Merrymeeting Arts Center (MAC) encourages art, education, and community, celebrating the cultural heritage and natural environment of Merrymeeting Bay

**PLANNING FORM (to be completed by MPG member)**

**WHAT?** (Name of event and brief description)

Please circle one:

Exhibit

Event

Education

**WHEN?** (specific date(s) and time(s) if known)

**WHERE?** (specific arrangements if any)

**WHY?** (how does it tie to mission of MAC - see top of page)

**WHO?** (list the primary contact/alternate with email and phone number; list with whom it needs to be coordinated)

**Estimated costs:**

**Needed from Board:**

**Board Approval (date)**