



National Independent  
Concessionaires Association, Inc.  
“Together We Can!”

## NICA Gathering Planning & Support Forms

This overview will help to provide clarity and ensure all event-related forms are easily accessible and straightforward to use. Use each link below to support, organize and record your event. After completing each online form, you will receive a copy by email, and its information will be automatically forwarded to the appropriate NICA Staff Member.

### Pre-Event Form

Use this form early in the planning process to provide the details necessary for staff to create flyers, prepare meeting collateral, and send your supplies. Please complete it as soon as possible so we can add the gathering to the association's calendar and begin promoting it.

- [Pre-Event Checklist](#)

### Onsite Event Checklist & Sample Outline

The Onsite Event Checklist is designed to guide you through event preparation and execution. As each gathering is unique, some points may not apply to every situation. To keep this process manageable, delegate tasks across multiple volunteers. A Sample Outline is also available for you to copy and adapt as needed.

- [Onsite Event Checklist](#)

### Post-Event Form

Use the Post-Event form to document key moments and contributions to the gathering. This form captures the data necessary for reporting and future planning, so include as much detail as possible.

- [Post-Event Checklist](#)

### P&L Form

The Profit and Loss (P&L) form provides a straightforward way to calculate and report your event totals to staff. It also includes an option to upload supporting documentation, such as receipts, if necessary.

- [NICA Gathering P&L](#)

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