|  |  |
| --- | --- |
| Committee |  |
| School Year |  |
| Time/Duration of Event  (example: 1 1/2 hours 6:30pm-8:00pm) |  |
| Board Contact(s) |  |
| Total Attendance |  |
| Admission Fee (per person) |  |
| Budget |  |
| Profit Goal |  |

**Income**

Please fill in the **total projected income per category**

|  |  |
| --- | --- |
| Admission/Registration Fees |  |
| Monetary Donations |  |
| Non-Monetary Donations |  |
| Raffle Sales |  |
| Games (examples: Split the Pot, Cake Walk, Heads or Tails) |  |
| Other Income |  |

Brief Description of Non-Monetary Donations:

Brief Description of Games:

**Supplies**

List:

**Vendor**

|  |  |
| --- | --- |
| Vendor Name |  |
| Vendor Phone Number |  |
| Vendor Email |  |

**Expense**

Please fill in the **total projected expense per category.**

|  |  |
| --- | --- |
| Vendor |  |
| Paper Products: silverware, plates, cups, napkins, etc. |  |
| Misc Supplies: poster board, tape, paper, printer toner, etc |  |
| Decorations: balloons, streamers, posters, etc |  |
| Food: other than vendor provided |  |
| Drinks |  |
| Dessert |  |
| Game/Activity Supplies |  |
| Wristbands or Tickets |  |
| Tips or Service Charges |  |
| Advertising Fees or Supplies |  |
| Prize or Raffle Costs |  |
| Venue Rental Fees |  |
| Other License or Rental Fees |  |
| Technology Fees |  |
| Other |  |

Brief Explanation of Other:

**Delivery/Set Up**

Description:

**Volunteer Needs**

Description:

**Event Review and Recommendations**

Venue Notes/Recommendations:

Vendor Notes/Recommendations:

Food and Drink Notes/Recommendations:

Other Notes/Recommendations:

List Committee Chairs and please circle the names of any chairs that have completed their term and may be interested in volunteering to chair the committee again. PLEASE NOTE: This option is only available IF NO other volunteers present themselves after committee chair position openings are announced to the community.