

# CORVETTE CLUB OF ARIZONA EVENT BUDGET WORKSHEET

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Place \_\_\_\_\_ Event \_\_\_\_\_  
Held: \_\_\_\_\_ Coordinators: \_\_\_\_\_

| <b>Expenses</b>        | <b>Proposed</b> | <b>Actual</b> | <b>Notes</b> |
|------------------------|-----------------|---------------|--------------|
| Activity/Entertainment |                 |               |              |
| Beverages/Ice          |                 |               |              |
| Cups/Napkins/Utensils  |                 |               |              |
| Dash Plaques           |                 |               |              |
| Decorations            |                 |               |              |
| Food/Snacks            |                 |               |              |
| Hotel                  |                 |               |              |
| Meals                  |                 |               |              |
| Miscellaneous          |                 |               |              |
| Miscellaneous          |                 |               |              |
| Shirts                 |                 |               |              |
| Trophies/Awards        |                 |               |              |
| Total Expenses         |                 |               |              |

| <b>Income</b>           | <b>Proposed</b> | <b>Actual</b> | <b>Notes</b> |
|-------------------------|-----------------|---------------|--------------|
| Number of Participants: |                 |               |              |
| Charge Per Participant: |                 |               |              |
| Total Income:           |                 |               |              |

| <b>CCA Subsidy Req</b> | <b>Proposed</b> | <b>Actual</b> | <b>Difference Between Expenses</b> |
|------------------------|-----------------|---------------|------------------------------------|
| Total \$ Amount:       |                 |               |                                    |

A proposed budget should be presented at a Board Meeting 1-2 months prior to the event. Events of major planning (MMT, Founder's Day, etc.) should be presented to the Board 3-4 months ahead of time.

Once the event has taken place, please submit another copy of this form along with any receipts or income to the Treasurer and he/she will forward a copy to the Activities Chair. Please contact the Activities Chair or President for assistance.