## Shire of Isenfir Event Proposal Worksheet

Name:	Date:  Event Date:	
Proposed Event:		
Staff:		
Event Steward:	Memb#:	Exp. Date:
Gate Steward/Troll:	Memb#:	Exp. Date:
Head Cook:		<del> </del>
Kitchen Help:		
Minister of the List:		
Marshal in Charge:		
Location:		
Name:		
Address:		
Site Cost:		
Site Notes:		
Budget:		
Event Costs (upfront):	Event Costs (total projected):	
Event Revenue:	Event Profits (projected):	

## PROPOSED BUDGET

Expenses
Projected Site Costs
a. \$ site fee, please indicate if
flat fee
per head fee based on projected number of attendees
b. \$ Rentals not included in base price (auditorium, feast hall, etc.) c. \$ Deposit if not included in site fee
c. \$ Deposit if not included in site fee
d. \$ Miscellaneous Site Costs (portajohns, security, clean-up, etc.)
e. \$ Cabins, camping fee if not included in site fee
1. \$ Subtotal 1: Site Expenses Total (a+b+c+d only, use e for determining overnight fee)
<ul> <li>2. \$ Miscellaneous Event Costs (prizes, decorations, cleaning supplies, printing/postage, etc)</li> <li>3. \$ Subtotal 2: Event Expenses Total (1+1e+2)</li> </ul>
3. \$ Subtotal 2: Event Expenses Total (1+1e+2)
Projected Number of Attendees based on previous event attendance numbers
Break-even Attendance (calculate using (Subtotal1+Misc Event costs)/day trip adult member)
A D :
\$Projected Feast Cost for adult seats at feast
Proposed Fee Schedule
\$ SITE FEE/PERSON (Base number)
\$ DAYTRIP RATE (Adult Member)
\$ DAYTRIP RATE (Adult Member) \$ FEAST (Adult Member) Do not include daytrip or overnight fee in this cost.
\$ OVERNIGHT FEE (Adult Member) Do not include daytrip or feast fee in this cost.
DISCOUNT for those under 18—please break down any discounts for children.
Age range: Rate:
EARLY BIRD DISCOUNTED RATES (ADULT RATES)
\$ UNTIL date
\$ UNTIL date
T T