

Event Name:

Medinah Motor Corps Event Proposal Detail Sheet

Event Date:

EVENT CONTACT SECTION

Event Name: _____

Date: _____

Anticipated Attendance _____

Location: _____

Time: _____

Chairman: _____

Co-Chair: _____

Age Group Target _____

Committee Members: _____

EVENT PURPOSE SECTION

Membership: _____

Social: _____

Charity: _____

Fraternal: _____

Supply a Brief Explanation of Event: _____

Date Submitted for Approval: _____

Executive Committee Disposition: _____

Liaison Officer: _____

Comments: _____

EVENT DETAIL SECTION

Services Needed Bartender: _____ Security: _____ Stage: _____ Sound: _____ Photo-grapher: _____

 Servers: _____ Maint.: _____ Make-Up: _____ Lighting: _____ Editor: _____

 Divan Officers: _____ Unit Heads: _____ Committee & S.C. Directors: _____

Prepared by Staff Flyers: _____ Articles: _____ Handouts: _____ Web Page: _____ Email: _____

Event Name:

Medinah Motor Corps Event Proposal Detail Sheet

Event Date:

EVENT DETAIL SECTION (CONTINUED)

Type of Food: _____

Provider: _____

Food Contact: _____

Phone: _____ Fax: _____

Advertising: _____

Contact: _____ Phone: _____

Audio/Video Needs: _____

Contact: _____ Phone: _____

Decorations/Supplies: _____

Contact: _____ Phone: _____

Entertainment: _____

Contact: _____ Phone: _____

Flowers: _____

Contact: _____ Phone: _____

Gifts Prizes: _____

Contact: _____ Phone: _____

Insurance: _____

Contact: _____ Phone: _____

Parking: _____

Contact: _____ Phone: _____

Printing: _____

Contact: _____ Phone: _____

Other: _____

Contact: _____ Phone: _____

MARKETING & PROMOTION SECTION

Publication: _____

1st Date: _____ 2nd Date: _____ 3rd Date: _____

Publication: _____

1st Date: _____ 2nd Date: _____ 3rd Date: _____

Publication: _____

1st Date: _____ 2nd Date: _____ 3rd Date: _____

Web Page: _____

Start Date: _____ Stop Date: _____ Total Days: _____

Other Advertising: _____

Event Name:

Medinah Motor Corps Event Proposal Detail Sheet

Event Date:

FINANCIAL SECTION (EXPENSES)

Budgeted Costs

Actual Costs

Food: \$ _____

Advertising: \$ _____

Audio/Video Needs: \$ _____

Decorations/Supplies: \$ _____

Entertainment: \$ _____

Flowers: \$ _____

Gifts Prizes: \$ _____

Insurance: \$ _____

Parking: \$ _____

Printing: \$ _____

Other: \$ _____

Other: \$ _____

Food: \$ _____

Advertising: \$ _____

Audio/Video Needs: \$ _____

Decorations/Supplies: \$ _____

Entertainment: \$ _____

Flowers: \$ _____

Gifts Prizes: \$ _____

Insurance: \$ _____

Parking: \$ _____

Printing: \$ _____

Other: \$ _____

Other: \$ _____

Motor Corps Subsidy - \$ _____

Total Budgeted Costs: = \$ _____

Motor Corps Subsidy - \$ _____

Total Actual Costs: = \$ _____

The total budgeted cost of this event is \$ _____
equals the cost per person of \$ _____

divided by the anticipated number of attendance _____

The total actual cost of this event is \$ _____
equals the cost per person of \$ _____

divided by the actual number of attendance _____

Event Name:

Medinah Motor Corps Event Proposal Detail Sheet

Event Date:

FINANCIAL SECTION (INCOME & PROFIT/LOSS)

Budgeted Income		Actual Income		Variance
Ticket Sales: \$ _____	+	Ticket Sales: \$ _____	+	_____ %
Sponsorships: \$ _____	+	Sponsorships: \$ _____	+	_____ %
Raffles: \$ _____	+	Raffles: \$ _____	+	_____ %
Auctions: \$ _____	+	Auctions: \$ _____	+	_____ %
Sale Items: \$ _____	+	Sale Items: \$ _____	+	_____ %
Other: \$ _____	+	Other: \$ _____	+	_____ %
Total Budgeted Income: \$ _____	+	Total Actual Income: \$ _____	+	_____ %
Total Budgeted Expense: \$ _____	-	Total Actual Expense: \$ _____	-	_____ %
Budgeted Profit/(Loss) \$ _____	=	Actual Profit/(Loss) \$ _____	=	_____ %

If this event was for a particular charity or charities please list the names and amounts to be dispersed to the charities.

Charity Name: _____ Amount: \$ _____

Charity Name: _____ Amount: \$ _____

If this event did not realize the financial and or attendance goals please supply in your own words the reasons you feel it was not more successful.

Chairman Signature for Submission Date

Chairman Signature Final Date