

## Event Budget Worksheet

### 10/1/2019 (revised 3/2/2022)

#### Planning a Budget for an Amberly Social Event.

Please complete the below form and submit it to a member of the social committee for review.

#### COVERED DISH EVENT

This type of event is easy to organize and does not require the sale of tickets,

However; you may still need to plan for the following expenses:

Decorations that you plan to purchase to enhance your theme. \_\_\_\_\_

Music or any Entertainment costs \_\_\_\_\_

Pantry Supplies \$1.00pp This can be determined by having a signup sheet \_\_\_\_\_

Total \_\_\_\_\_

To cover the costs of those above expenses you have the option to offer a Split The Pot drawing. Typically, a Split The Pot brings in approx. \$3.00 PP. After the expenses are covered the Party Host/s along with the Social Committee may distribute the winnings as they see fit.

#### CATERED EVENT.

Please complete the following budget work sheet before determining your ticket cost.

Catered food price on vendor contract including tax, gratuity and delivery charges: \_\_\_\_\_

Entertainment (include gratuity) \_\_\_\_\_

Additional food items not supplied by vender, ex snacks or desserts. \_\_\_\_\_

Additional supplies that are not included in Pantry Supplies. \_\_\_\_\_

Total \_\_\_\_\_

Total Number of tickets that will be offered. \_\_\_\_\_ Tickets

Divide the total cost by the number of tickets. Total / Tickets = \_\_\_\_\_

To that amount add \$1.00 PP to cover the pantry supplies. + \_\_\_\_\_ 1.00

This should give you the amount to charge for each ticket. \_\_\_\_\_

Each Party host can decide if they would like to hold a Split The Pot .

Split The Pot is an effective way to guarantee that unforeseen expenses are covered and a way to give back to some fortunate attendees. The Party Host/s along with the Social Committee may distribute the winnings as they see fit.