

NONPROFIT GALA		10/25/2010					
Date:	SUMMER, 2009						
HIGH BUDGET							
Description	Expected Numbers/Notes	Forecast	Unit Price	ACTUAL	Notes		
Attendance at \$45 pp	55	\$2,475.00	\$45.00	\$3,375.00	75 at \$45		
Tables at \$375 each	4	\$1,500.00	\$375.00	\$2,295.00	5 tables at \$375 + 1 @ \$420.		
Sponsorships	10	\$1,250.00	\$125.00	\$1,750.00	3 at \$500 + 1 at \$250		
Comps	15	\$0.00	\$0.00	\$0.00	21 comps		
Total Attenders	112				141		
Donations	0	\$0.00	\$0.00	\$1,066.00	From 10 donors		
Bar Income		\$0.00		\$197.00			
Auction Income		\$8,000.00		\$11,300.00	From 30 bidders		
EXPECTED GROSS INCOME		\$13,225.00		\$19,983.00			
FIXED EXPENSES							
Notes	Forecast	Unit Price					
Promotion							
Print WP Invitations and Mail (Postage only)	200	\$88.00	\$0.44	\$88.00	Personalized, word processed letter		
Auction Postage to mail tax acknowledgments and thank yous (Postage only)	50	\$22.00	\$0.44	\$26.40	60 acknowledgments mailed		
Registration Ackn -- Generated In House		\$0.00	\$0.00	\$0.00			
Electronic Promotion to multiple databases	Constant Contact	\$60.00	\$0.00	\$0.00	For Two months		
Decorations							
Signage	Produce in house, if possible	\$250.00		\$132.00			
General Decorations							
Gobos Lighting Effects, incl labor	2	\$475.00		\$375.40			
Hand Towels		\$10.00		\$0.00			
Cleaning Charge	Imposed by Lime Spring Farm	\$500.00		\$350.00			
Rental Equipment							
Buffet & bar tables 8'x30"	4	\$20.00	\$5.00	\$968.96	Total Charge from Retnal Company		
55 cup coffee maker	1	\$0.00	\$0.00		Donated		
Oval Caterers Tray	4	\$0.00	\$0.00		In-House		
Tray Stands	4	\$0.00	\$0.00		In-House		
5' round tables	12	\$7.00	\$0.00		Donated in-kind		
Chairs	120	\$2.50	\$0.00		Donated in-kind		
Delivery Charge & Delivery Surcharge	2	\$150.00	\$75.00				
Damage Waiver		\$75.00	\$63.68				
Auction Expenses		\$250.00		\$400.00	Set Up/Display expenses		
Bar							
2 Bartenders (MACK) for 4 hours	2	\$200.00	\$100.00	\$0.00	Included in Catering Total		
Liquor (alcoholic)		\$300.00		\$167.41			
Wine	224	\$582.40	\$2.60	\$298.90			
Beer	112	\$93.33	\$20.00	\$134.77	\$20 per case of 24		
Bar Garnish (Lemons, etc.)		\$50.00		\$125.14			
Entertainment							
Entertainment		\$300.00		\$300.00			
Misc.							
Student Labor at 10 hours at \$15/hour	2	\$300.00	\$150.00	\$322.22			
Other Labor		\$250.00		\$0.00	Included in above		
Credit Card Fees				260.25	\$8,675 in CC Charges at approx. 3%		
TOTAL FIXED EXPENSES		\$3,985.23		\$3,949.45			
VARIABLE EXPENSES							
Centerpieces	12	\$240.00	\$20.00	\$224.78			
Plates (10"white)	130	\$39.00	\$0.30	\$0.00	Included in Rental Equipment Above		
Coffee Mugs	80	\$24.00	\$0.30	\$0.00	Included in Rental Equipment Above		
Silverware (3 pieces)	390	\$109.20	\$0.28	\$0.00	Included in Rental Equipment Above		
Glassware (3 types) -- rocks	250	\$75.00	\$0.30	\$0.00	Included in Rental Equipment Above		
Wine glasses	250	\$75.00	\$0.30	\$0.00	Included in Rental Equipment Above		
Linen Napkins (Ivory)	130	\$97.50	\$0.75	\$0.00	Included in Rental Equipment Above		
Table cloths (90") - 5 purple; 4 pink	9	\$78.75	\$8.75	\$0.00	Included in Rental Equipment Above		
Table cloths (90") - 5 green;	5	\$58.75	\$11.75	\$0.00	Included in Rental Equipment Above		
Table cloths (60"x120" - Black)	4	\$35.00	\$8.75	\$0.00	Included in Rental Equipment Above		
Catering (Per Adult) (Includes dinner & dessert)	112	\$1,792.00	\$16.00	\$2,100.00	Caterer's Food Charge		
Hors D'Oeuvres	Cheese Display	\$250.00		\$103.13	Cheese Display		
Service Fee (18%)		\$ 322.56		\$600.00	Caterer's Labor and Bartender Charges		
Coffee Service	Condiments	\$ 10.00		\$8.99			
TOTAL VARIABLE EXPENSES		\$3,206.76		\$3,036.90			
INCOME		INCOME	\$13,225.00	\$19,983.00			
EXPENSES		FIXED & VARIABLE INCOME	\$7,191.99	\$6,986.35			
		PROFIT	\$6,033.01	\$12,996.65			