

COMMUNITY FOUNDATION OF THE GREAT RIVER BEND AFFILIATE EVENT BUDGET

Please complete 30 days prior to event

Affiliate Location/County _____ Event Date _____

Fund for Proceeds and Expenses _____

Name of Event _____

Event Contact Person _____

Event Purpose _____

Date	Description of Income	Anticipated Income	Actual Income
	Total Income		

Date	Description of Expenses	Anticipated Expense	Actual Expense
	Rent/Facility Costs		
	Food & Beverages		
	Entertainment		
	Other Direct Costs (List types like invitations, printing etc.)		
	Cash Prizes		
	Non Cash Prizes		
	Total Expenses		
	Net Proceeds from Event		

Please complete this sheet and forward it to CFGRB as soon as you decide to go forward with a fund-raising event. Please call Hannah or Marcia at 563-326-2840 if you have any questions.

This form was designed to help you with your event process. The information gathered on this form is a reporting requirement for the completion of our Federal 990 form.

Attendees (circle all that apply):
Children (ages 0 to 12)
Youth (ages 13 to 18)
Young Adult (ages 18 to 20)
Adults (21+)

Will Tickets be sold for this event?

Yes: What is the:
Ticket Price: \$_____
Value Received: \$_____
(Is there a value in return, such as a dinner?)

No: Will alcohol be served?

Will alcohol be served?

Yes: What will you be serving?

Who is providing/serving the alcohol?
Name: _____
Phone: _____

Check one:
☐ Open Bar
☐ Cash Bar

No: Will food be served?

Will food be served?

Yes: Who is providing it?
Name: _____
Phone: _____

We may need a certificate of insurance from the caterer. Please contact Hannah

No: Will you be holding a raffle?

Will you be holding a raffle?

Yes: You may need a gambling license that will require a small fee. Revenue from raffle sales is subject to sales tax. The cost of the raffle ticket is not tax deductible.

What is being raffled?

How much are tickets?

No: Where will the raffle tickets be sold? Please list city, state & county.

When and where will the drawing take place?

Will you be holding an auction?

Yes: CFGRB can provide you with sales receipts for these items that states that the auction purchase is not tax deductible. Please send a final listing of the auction items to CFGRB with the winning bid.

No: Will you have any volunteers?

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Yes: If any of the volunteers are under the age of 18, what will they be doing?

No: Will there be any other activities? (sales, dunk tank, petting zoo, demonstration)

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Yes: Please provide details of what will be taking place or being sold. Please note anything involving youth under the age of 18.