

Special Event Request Form

Event

Title: _____

Date: _____ Location: _____

Objective: _____

Why: _____

Invitees: _____ Est. # attending: _____

Ticket Amt: _____ Raffle: none _____

Promotion: _____ Revenue: _____

Description: _____

Revenue

Item	Description	Amount
Tickets	_____	_____ \$
Underwriting	_____	_____ \$
Raffle	_____	_____ \$
Other	_____	_____ \$
		_____ \$
	Total	_____ \$

Expenses

Item	Description	Amount
Location	_____	_____ \$
Rentals	_____	_____ \$
Food/Drink	_____	_____ \$
Invitations	_____	_____ \$
		_____ \$
Postage	_____	_____ \$

Special Event Request Form

Promotion	_____	_____	\$	
Decorations	_____	_____	\$	
Other	_____	_____	\$	
		Total	_____	\$

Net Revenue

_____ \$

Submitted By:

Date: