

SWC Programs Budget Estimate & Final Form 2023-24

Program Name:

Name of Program Chair or Person Filling Out Form:

Date:

Budget Planner: To plan for your program, do your best to itemize your expected expenses below. Program costs vary for many reasons. Some programs are designed to raise money for the club to help cover expenses. Other program are designed to cover their own costs or are expensed to the club.

1. Will you want the room set up with chairs/tables?

2. Liquor License: If you are selling alcohol at your event, you will need a liquor license (\$75 per day). Contact Kathleen Maher (kemswc@gmail.com) at least 6 weeks prior to the event.

3. Reimbursement for expenses: After your program is over, the Chair or Co-Chair is responsible for submitting this updated form with all receipts organized. If multiple members need to receive a check for reimbursement, please list who they are and the total they are due.

FINAL REPORT: After your program (within 10 days), re-submit this form with your actual numbers, comments, organized receipts. Submit an electronic version (scanned/photo of form & receipt photos) to SWC's Treasurer, cc SWC's program co-chairs: lauriflynn@msn.com & m.ko.scarth@gmail.com

Income:	
# of Guests + Cost per person	
Bar Proceeds	
Raffles or Sales	
Donations (if applicable)	
Other:	
Total Revenue	
Expenses	
Liquor Licence (\$75 as of 2022)	
Alcoholic beverages	
Non-alcoholic beverages	
Food (all donated or will there be receipts?)	
Paper/plastic products (if not using what's at the club)	
Decorations, flowers, etc.	
Printing	
Postage	
Fees/honorariums for speakers, musicians, etc.	
Rentals: glasses, linens, equipment, etc. *	
Security: if large or evening/night event, you will need security, especially if alcohol is served.*	
Staff: Kitchen help, dishwashing, etc. for major event*	
Credit Card Fee (3%; note: all programs are to be paid by credit card via the website, no more checks/cash)	
Other (please list):	
Total Expenses	

NET PROGRAM TOTAL		

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