

Program Name:

Name of Program Chair or Person Filling Out Form:

Date:

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 but most other programs are designed to cover their own costs.

INCOME:

| | |
|---------------------------------|------|
| No. of Guests + Cost per person | \$ |
| Bar Proceeds | |
| Raffles or Sales | |
| Donations (if applicable) | |
| Other: | |
| | |
| | |
| TOTAL INCOME: | \$ - |

EXPENSES:

| | |
|---|------|
| Liquor License (\$75 as of 2022) | \$ |
| Alcoholic Beverages | |
| Non-Alcoholic Beverages | |
| Ice | |
| Food | |
| Decorations, Flowers, etc. | |
| Printing | |
| Postage | |
| Rentals (glasses, linens, equipment, etc.) | |
| Security (if large or evening/night event, you will need security, especially if alcohol is served) (\$258 as of Jan. 2024) | |
| Staff (kitchen help, dishwashing, clean-up, etc. for major event) | |
| Credit Card Processing fee (3% of credit card income) | |
| Other: | |
| | |
| | |
| TOTAL EXPENSES: | \$ - |

| | |
|---|------|
| NET PROGRAM TOTAL (Income less Expenses) | \$ - |
|---|------|