

Saint Mary Magdalene Church

Dear Parishioner:

Thank you for your interest in having a fundraising event for St. Mary Magdalene Parish.

In order to aid the Stewardship Committee in the approval process, the attached form is required in submitting your request.

To assist you in filling out this form, please refer to the following explanations relating to key areas on the form.

Sincerely,

The Stewardship Committee

EXPLANATIONS

Equipment TO BE SUPPLIED BY THE PARISH: Such as our BBQ Grill; Tables and Chairs; Dunk Tank etc.

EVENT BUDGET: In as much detail as possible, list out the amount of gross proceeds anticipated from the event, i.e. number of tickets/items sold at a given price, etc. Also list out the expenses anticipated to put on the event such as the cost of supplies, printing, rental of equipment, etc.

NET PROFIT ANTICIPATED: The amount of profit to be realized after the costs to put on the event are deducted from the proceeds realized.

PERMIT/LICENSE REQUIRED: Special Events permit/liquor license.

CERTIFICATE OF INSURANCE: This may be required depending on the liability to the parish.

**ST. MARY MAGDALENE FUNDRAISING EVENT
BUDGET FORM**

EVENT:

SUBJECT: EVENT BUDGET / NET PROFIT

GROSS PROCEEDS: \$ _____

EXPENSES:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

(Examples: Supplies, Printing, Postage, Equipment Rental etc)

TOTAL EXPENSES: \$ _____

NET PROFIT TO BE REALIZED: \$ _____

ST. MARY MAGDALENE FUNDRAISER EVENT FORM

EVENT:

COMMENTS

CHAIRPERSON AND CO-CHAIRPERSON: _____

DATE AND TIME OF EVENT: _____

LOCATION OF EVENT: _____

OF VOLUNTEERS NEEDED: _____

EQUIPMENT TO BE SUPPLIED BY PARISH (IF ANY): _____

TIME LINE (PLANNING DATE TO DATE OF EVENT): _____

EVENT BUDGET: (PLEASE ATTACH) _____

NET PROFIT ANTICIPATED: _____

OTHER ITEMS:

PERMIT / LICENSE REQUIRED?: YES NO

CERTIFICATE OF INSURANCE NEEDED? YES NO

APPROVALS:

FINANCE COUNCIL (IF NECESSARY): APPROVED DENIED

STEWARDSHIP COMMITTEE APPROVED DENIED

DATE OF APPROVAL: