PNWPWDC Proposed Event Budget

Submit this form to the PNWPWDC Board for approval.

Date:
Name:
Address:

Telephone:
email:
Event Description:_____
_____
Event Committee Members (Water (5), Regional/Specialty (5) Tracking (8): _____
_____
Event Dates:_____
Location:_____
Instructor/judge name, if applicable:_____
Expected number of participants and fees to be collected: _____

Please detail anticipated expenses for each category as applicable. Expense categories include: printing, postage, event hospitality, fees, site rental, judge/instructor fees, judge/instructor expenses (such as lodging, meals, parking, and transportation), equipment, awards, supplies, advertisement, and others. If you are not sure of the correct category, please describe the expense completely so a category may be assigned.

In addition, provide an estimate of event income, including a category such entry fees, lunch fees or other donations, trophy sponsorships, etc. Please note estimate of the number of participants and an anticipated total income for each category so that a net income/loss may be determined for the event.

Expenses				
expense category	**description of expense/vendor**	**amount**		
	Total budgeted expense			
Income				
Income Category	**Description of Income and estimate of participation**	**anticipated total**		
	Total anticipated income			
	Expected profit/loss			