

Event:		Date of Event:	
Event Location:		Time of Event:	Start: End:
Person in Charge:			
Email:		Phone:	
Estimated # of Attendees:	Scouts:	Adults:	*Non-Scouts(tag-alongs):
Price per Attendee:	Scout:\$	Adults:\$	*Non-Scouts(tag-alongs):\$

*If Non-scouts (tag-alongs) are invited, basic event insurance must be purchased from council (can be done at GSNI Lake Zurich store). Also, If Un-registered Adults will be in attendance, the basic event insurance must be purchased.

Level(s) of Scouts: All Levels Daisies Brownies Juniors Cadettes Seniors Ambassadors

Income	Description	Amount	Other Income
Put # attending →	Girls x \$ _____	\$ _____	\$ _____ Description/Comments
Put # attending →	Adults x \$ _____	\$ _____	
**include ins. in fee	*non-scouts x \$ _____	\$ _____	
	Donations	\$ _____	
	Other (describe):	\$ _____	
BOX A: Total Income			
Total:\$			

Expenses	Description	Amount	Additional Descriptive Notes (if needed):
1. Event	Food	\$ _____	
	First Aid	\$ _____	
	Decorations	\$ _____	
	Other(detail in notes)	\$ _____	
		Subtotal:\$ _____	
2. Program	Craft Supplies	\$ _____	
	Badges	\$ _____	
	Other(detail in notes)	\$ _____	
		Subtotal:\$ _____	
3. Administrative	Office Supplies	\$ _____	
	Printing	\$ _____	
	Other(detail in notes)	\$ _____	
		Subtotal:\$ _____	
4. *GSNI Insurance	Non-scout attendee flat rate	Subtotal:\$ _____	
5. Location Fee	Rental cost	\$ _____	
	Servicing fee	\$ _____	
		Subtotal:\$ _____	
	Total =====>		BOXB: Total Expenses
			Total:\$

Total Income(BOXA) minus Total expenses(BOXB) equals ==> Projected Net: \$

If the event has a loss, who will make up the difference?

If the event has a profit, what will the money benefit?