

Paradise Chocolate Fest Queen Candidate

Fund Raising & Event Planning Checklist and Reimbursement Request Form

Candidates are eligible for reimbursement of special event expenses, **not to exceed 25%** of Gross Proceeds from fund raising event.

Prior To Event - Candidate must complete & submit this form to Debbie L. Moseley at least 3 weeks prior to event for approval.

After Event – Candidate must submit Actual Budget, all Expense Receipts & Donation Receipts to Frankie Rutledge with proceeds from event within two (2) weeks of Fund Raiser. Candidate will receive credit (Votes!) based upon Net Proceeds of event.

Use this basic checklist to assist in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Candidate: _____ Date Submitted: _____

Name of Event: _____ Date of Event: _____

Location: _____ Time: _____ Estimated # of Guests/Attendees: _____

Attendance Fee: _____ Estimated Gross Income: _____ Estimated Net Income: _____

Description of Event / Fund Raiser: _____

Committee / Volunteers: _____

BUDGET (Please attach Event Pro-Forma Budget – anticipated Income and Expenses)

CONTRACTS / PERMITS / AGREEMENTS

- Venue / Facilities

- Insurance - You, the special event holder, will most likely be required to provide **proof of liability insurance** to the facility/venue where you have decided to hold your special event. In addition to providing proof (in the form of a piece of paper known as a Certificate of Insurance) to the facility/venue that you have secured a liability insurance policy, you may also be required to add the facility/venue to this required liability insurance policy as an insured. This is known as adding the facility/venue as an Additional Insured to this liability insurance policy which the facility/venue requires you to purchase before you will be allowed to hold your special event.

*Paradise Chocolate Fest Inc., its Board of Directors, Staff and Volunteers must also be listed as “additional insured” in your Certificate of Insurance policy.

- Caterer / Food Permit / Health Department (as necessary)

- Bar / Alcohol Permit

- Entertainment

- Audio Visual

- Rentals – Tables, Chairs, Linens

- Other _____

FUND RAISING PLAN

- Ticket Sales

- Auction / Raffle

- Merchandise / Service Sales (please list) _____

- Other _____

ADVERTISING

- Posters / Flyers

- Chocolate Fest Web-site / Friends of the Chocolate Fest Face book site / E-Mail

- Press Release to Paradise Post

- Invitations

- Other _____

SUPPLIES

- Decorations / Flowers

- Plates, Napkins, Flatware, Cups, Linens, Cash Box, Raffle Tickets, Auction Items

Paradise Chocolate Fest Queen Candidate BUDGET PLANNING WORKSHEET for REIMBURSEMENT REQUEST

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<u>ANTICIPATED INCOME</u>		<u>ACTUAL INCOME</u>
Ticket Sales / Fees	\$ _____	\$ _____
Sponsors	_____	_____
Auction / Raffle	_____	_____
Merchandise / Services Sales	_____	_____
Donations / Other Income	_____	_____
ANTICIPATED GROSS INCOME	_____	ACTUAL GROSS INCOME _____

<u>ANTICIPATED EXPENSES</u>		<u>ACTUAL EXPENSES</u>
Facilities Rental	\$ _____	\$ _____
Insurance	_____	_____
Permits	_____	_____
Caterer / Food	_____	_____
Beverage Service	_____	_____
Entertainment	_____	_____
Audio Visual	_____	_____
Rentals	_____	_____
Advertising	_____	_____
Decorations	_____	_____
Supplies	_____	_____
Other - _____	_____	_____
_____	_____	_____
_____	_____	_____
TOTAL ANTICIPATED EXPENSES	_____	TOTAL ACTUAL EXPENSES _____
ANTICIPATED NET PROCEEDS \$ _____		ACTUAL NET PROCEEDS \$ _____