

Children's Organ Transplant Association®

2501 West COTA Drive · Bloomington, Indiana 47403

800.366.2682 · CampaignInfo@cota.org

Budget Worksheet

COTA for Robert S

Event Information

Name: COTA Golf Tournament
 Event Date: 4/19/2015
 Event Description: Charity golf tournament for COTA
 Chairperson: Suzy Jones
 Phone Number: 312-456-7890
 Email Address: SueJones@aol.com

EXPENSES

Facility Expenses

Facility Rental				
Lighting				
Audio/Visual				
Equipment Rental				\$250.00
Other:				
Payment Processing				

Event Expenses

Golf players (golf and food)	72	people @	\$40.00	per person	\$2,880.00
Food (non-golfers)	36	people @	\$10.00	per person	\$360.00
Beverage	324	drinks	\$3.00	per person	\$972.00
Gratuities					
Entertainment					
Music					\$500.00
Decorations					\$250.00
Other:					
Purchase items for swag bags?	72	swag bags	\$10.00	per person	\$720.00
Purchase items for gift baskets and auction items?					\$500.00
Purchase insurance for contests with low odds such as winning a car for a Hole-In-One shot?					\$300.00

Security

Insurance					\$200.00
-----------	--	--	--	--	----------

Contact the Children's Organ Transplant Association for more information, as we may be able to assist with a Certificate of Insurance.

Graphics/Printing Expenses

Invitations					
Program					\$200.00
Tickets					\$40.00
Brochures/Flyers					\$100.00
Posters/Signs/Decorations					\$500.00
T-Shirts					\$1,500.00
Prizes/Plaques/Certificates					\$200.00
Postage (COTA does not pay for postage)					\$50.00
Publicity/Advertising					\$100.00

Miscellaneous Expenses

					\$500.00
--	--	--	--	--	----------

EXPENSE TOTAL**\$10,122.00**COTA for Robert S**Event Information**

Name: COTA Golf Tournament
 Event Date: 4/19/2015

INCOME**Event Ticket Sales**

Event Tickets	72 people @	\$80.00 per person	\$5,760.00
Food Tickets Sales	25 people @	\$25.00 per person	\$625.00
Beverage Ticket Sales	291 drinks @	\$5.00 per person	\$1,455.00

Other Sales

Sponsorships - Tournament			\$5,000.00
Sponsorships - Tee Box - Contests	3 hole @	\$400.00 per hole	\$1,200.00
Mulligans	36 people @	\$10.00 per person	\$360.00
Raffle Tickets			\$300.00
Decoration Sales			
Program Advertising			\$250.00
Other:			

Activity Income

Live Auction			\$2,000.00
Silent Auction			\$3,000.00
Hole Games			\$300.00
T-Shirts			\$500.00
Sales			
Other:			

Other Income**INCOME TOTAL****\$20,750.00****EVENT BUDGET SUMMARY**

TOTAL INCOME	\$20,750.00
TOTAL EXPENSES	\$10,122.00
EVENT PROCEEDS	\$10,628.00