

Children's Organ Transplant Association®

2501 West COTA Drive · Bloomington, Indiana 47403

800.366.2682 · CampaignInfo@cota.org

Budget Worksheet

COTA for Robert Smith

Event Information

Name: COTA Benefit Dinner & Auction in Honor of Robert Smith
 Event Date: 4/19/2015
 Event Description: Live and silent auction with food and entertainment
 Chairperson: Suzy Jones
 Phone Number: 312-456-7890
 Email Address: SueJones@aol.com

EXPENSES

Facility Expenses

Facility Rental
 Lighting
 Audio/Visual
 Equipment Rental
 Other:

donated
donated
donated
donated

Event Expenses

Food 200 people @ \$25.00 per person
 Beverage people @ per person
 Gratuities
 Entertainment
 Music
 Decorations
 Other: dessert

\$5,000.00
\$0.00
\$900.00
\$800.00
\$400.00
\$500.00

Security
 Insurance

donated
donated

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

\$200.00

Graphics/Printing Expenses

Invitations
 Program
 Tickets
 Brochures/Flyers
 Posters/Signs
 T-Shirts
 Prizes/Plaques/Certificates
 Postage (COTA does not pay for postage)
 Publicity/Advertising

\$200.00
donated
\$75.00

Miscellaneous Expenses

EXPENSE TOTAL

\$8,075.00

COTA for Robert Smith

Event Information

Name: COTA Benefit Dinner & Auction in Honor of Robert Smith
 Event Date: 4/19/2015

INCOME

Event Ticket Sales

Event Tickets	200		\$50.00	per person	\$10,000.00
Food Tickets Sales		people @		per person	\$0.00
Beverage Ticket Sales		people @		per person	\$0.00

Other Sales

Sponsorships					\$5,000.00
Raffle Tickets					
Decoration Sales					
Program Advertising					
Other:					

Activity Income

Live Auction					\$5,000.00
Silent Auction					\$5,000.00
Raffles/Games					
T-Shirts					
Sales					
Other:					

Other Income

INCOME TOTAL

\$25,000.00

EVENT BUDGET SUMMARY

TOTAL INCOME	\$25,000.00
TOTAL EXPENSES	\$8,075.00
EVENT PROCEEDS	\$16,925.00