

# 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: Spaghetti Dinner and Raffle  
 Event Date: 4/19/2015  
 Event Description: Spaghetti Dinner and Raffle  
 Chairperson: Suzy Jones  
 Phone Number: 312-456-7890  
 Email Address: [SueJones@aol.com](mailto:SueJones@aol.com)

### EXPENSES

#### Facility Expenses

Facility Rental	DONATED! Value \$1000	\$0.00
Lighting		\$0.00
Audio/Visual		\$0.00
Equipment Rental		\$0.00
Other:		

#### Event Expenses

Food	200 people @ \$5.00 per person	\$1,000.00
Beverage	people @ per person	\$0.00
Gratuities		
Entertainment		
Music		
Decorations		\$75.00
Other: Free Meals	25 people @ \$5.00 per person	\$125.00

#### Security

#### Insurance

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

#### Miscellaneous Expenses

### EXPENSE TOTAL

**\$1,300.00**

**Event Information**

Name: Spaghetti Dinner  
 Event Date: 4/19/2015

**INCOME**

**Event Ticket Sales**

Event Tickets			per person	\$0.00
Food Tickets Sales	200	people @	\$15.00 per person	\$3,000.00
Beverage Ticket Sales		people @		\$0.00

**Other Sales**

Sponsorships				
Raffle Tickets	300		1	\$300.00
Decoration Sales				
Program Advertising				
Other:				

**Activity Income**

Live Auction				
Silent Auction				\$1,500.00
Raffles/Games				\$250.00
T-Shirts				
Sales				
Other:				

**Other Income**

**INCOME TOTAL**

\$5,050.00

**EVENT BUDGET SUMMARY**

<b>TOTAL INCOME</b>	\$5,050.00
<b>TOTAL EXPENSES</b>	\$1,300.00
<b>EVENT PROCEEDS</b>	\$3,750.00