

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 for Robert Smith T-Shirt Sale
 Event Date: 4/19/2015
 Event Description: T-Shirt Sale
 Chairperson: Suzy Jones
 Phone Number: 312-456-7890
 Email Address: SueJones@aol.com

EXPENSES

Facility Expenses

Facility Rental
 Lighting
 Audio/Visual
 Equipment Rental
 Other:

Event Expenses

Food		people @		per person	\$0.00
Beverage		people @		per person	\$0.00
Gratuities					
Entertainment					
Music					
Decorations					
Other:					

Security
 Insurance

Contact the Children's Organ Transplant Association for |'

Graphics/Printing Expenses

Invitations					
Program					
Tickets					
Brochures/Flyers					
Posters/Signs					
T-Shirts	116		\$4		\$456.00
Larger Sizes: Tshirts	8		\$5.25		\$42.00
Tank Tops	13		\$5.75		\$74.75
Publicity/Advertising					

Miscellaneous Expenses

EXPENSE TOTAL

\$572.75

