

**Alton Centennial Rotary Club Event Application**

<b>Event Name</b>	<b>Date &amp; Time of Event</b>	<b>Event Location</b>
<b>Brief Description of Event</b>		

**Event Resources ( Please use worksheet on back of this form to estimate )**

<b>Goal Net Proceeds \$</b>	<b>Benefactor (if other than ACRC)</b>
<b>Gross Proceeds</b>	\$
<b>Event Cost</b>	\$
<b>Volunteer Hours for Prep</b>	<b>Hours</b>
<b>Volunteer Hours for Day of</b>	<b>Hours</b>
<b>Last Year's Net Proceeds (if applicable)</b>	\$
<b>Last Year's Gross Proceeds (if applicable)</b>	\$
<b>Last Year's Event Cost (if applicable)</b>	\$

**Brief Description of plan to duplicate or exceed any previous years data**

**Community Impact**

**Describe the community benefit to the event**

**Subcommittee**

**Committee Signatures**

<b>Chair Person</b>	
<b>Member 2</b>	
<b>Member 3</b>	

**Brief description of how the committee will operate to meet goals**

**Major Milestones to SUCCESS!**

**Event Approval**

<b>Bod Representative (Cannot be event organizer)</b>	<b>Event Organizer</b>
<b>Signature</b>	<b>Signature</b>

**Bod representative and event organizer must be present at the BoD meeting that the event is presented and cannot sign until after a majority vote in favor of the BoD.**

<b>Income</b>	<b>Unit Cost \$</b>	<b>Qty</b>	<b>Total \$</b>
Platinum Sponsorship			
Gold Sponsorships			
Silver Sponsorships			
Bronze Sponsorships			
Direct Event Income			
Other			
Other			
Other			
<b>Total</b>			
	<b>Total Income \$</b>		

<b>Expense</b>	<b>Unit Cost \$</b>	<b>Qty</b>	<b>Total \$</b>
Newspaper			
Design			
Raffle Items			
Facebook			
Event Materials			
Event Space Rental			
Police Presence			
Signage			
Other			
Other			
Other			
Other			
<b>Total</b>			
	<b>Total Expense \$</b>		

<b>People Resources</b>	<b>Total Est. Hours</b>	<b>Qty of Volunteers</b>	<b>Total per Volunteer</b>
Event Preparation			
Day of Event			
<b>Total</b>			

<b>Committee Commitments</b>	<b>Qty Members</b>	<b>Qty Meetings</b>
<b>Total</b>		

<b>Special Skills Necessary</b>	<b>Resource Name</b>