

St. John's Downtown Event Planning Worksheet

Event Name: _____

Event Date & Time: _____

Income:

Sales: _____

Donations: _____

Raffles: _____

Registration: _____

T-Shirts: _____

Other: _____

Other: _____

Expenses:

Books/Materials: _____

Certificates/Awards: _____

Fees/Permits: _____

Honorariums: _____

Meals/Refreshments: _____

Postage: _____

Photocopying: _____

Rentals: _____

Seminar/Workshops: _____

Scholarships: _____

Staffing:

Kitchen: _____

Banquet: _____

Maintenance: _____

Security: _____

Supplies: _____

Transportation: _____

Other: _____

Other: _____

Total Income: _____

Total Expenses: _____

Director Approval: _____

Pastor Tarrant: _____