

CPAC CLUB EVENT INFORMATION AND FINANCIAL FORM

Please complete this form at least TWO MONTHS before each event that your club is presenting or performing. Submit this form to the CPAC treasurer. This form will be reviewed by the board to offer guidance as well as provide information to the appropriate people in support of the show.

(This will include those maintaining the website and ticket sales.)

NAME OF CLUB: _____

LEADER(S): _____

CONTACT NUMBER(S): _____

NAME OF EVENT/PERFORMANCE: _____

CONTACT PERSON FOR THIS EVENT: _____

WHAT ROOM(S) (OR AREAS) WILL YOU NEED FOR THIS EVENT? _____

DATE(S) AND TIMES OF PERFORMANCE(S): _____

DATE TICKET WILL GO ON SALE: _____

TICKET PRICE (If Applicable): _____

NUMBER OF TICKETS AVAILABLE NIGHTLY: _____

WILL THE EVENT BE GENERAL SEATING OR ASSIGNED SEATING? _____

IF TABLE SEATING, HOW MANY TABLES AND HOW MANY SEATS PER TABLE? _____

WILL YOU BE HANDLING ADVERTISING OR DO YOU NEED HELP? PROGRAM? _____

WILL YOU NEED A TECH TABLE FOR THIS EVENT? _____

LIGHTING NEEDED?: _____

SOUND/MIC NEEDED?: _____

ANY OTHER TECH NEEDED? _____

WHAT ADDITIONAL ITEMS/HELP ARE NEEDED FOR THIS EVENT? _____

Each event is responsible for providing their own ushers/ticket takers if needed.

BUDGET:

To help us help you and responsibly support CPAC fiscally, please provide this basic information about your event to the best of your knowledge.

REVENUE: (Total number of tickets available for all nights X dollar amount per ticket) \$ _____

EXPENDITURES: Please provide the approximate amount of money you will be spending to mount your event/performance. We understand prices are an estimate. Please provide information to the best of your knowledge. You can break down your expenditures by:

PRINTING COSTS: \$ _____

ROYALTIES: \$ _____

COSTUMES: \$ _____

SET: \$ _____

LIGHTING: \$ _____

SOUND: \$ _____

DECORATIONS/PROPS etc: \$ _____

SUPPLIES: \$ _____

OTHER: (explain) \$ _____

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Are there going to be any large expenditures for your event that CPAC needs to be aware of? If YES, please provide an explanation and estimated cost.

Is there anything special we need to know about your event/production? _____

What help do you need with your event/production? _____

RECAP:

TOTAL PROJECTED REVENUE: \$ _____

TOTAL ESTIMATED EXPENDITURES: \$ _____

VARIANCE: \$ _____