

BUDGET WORKSHEET SWEEPSTAKES AND IN-PERSON EVENTS



Association Name			
Contact Person		Phone Number	
Email			

IN-PERSON EVENTS				
Event Costs	\$ Amount			
Food				
Liquor				
AV				
Photography				
Invitations				
Postage				
Name Tags/Ribbons				
Catering Equipment				
Sales Tax				
Room Cost				
Decorations <i>(i.e. Paper plates, napkins, etc.)</i>				
Misc.		3x Rule		
Estimated Grand Total		x 3	=	

RAF SWEEPSTAKES				
Name of Prize(s)	Cost of Prize	3x Rule	Estimated Total Costs	Projected RAF Contributions

To calculate the 3 times rule: take the total costs of the prize or the grand total of the event costs and 3x. Example: \$1000 x 3 = \$3000