DCLSA Social Event Budgeting Worksheet

Please submit this proposal to the social chairs as soon as possible,
but before you set your ticket price and at least 3 weeks prior to your event.

Expenses	Estimated Cost Total	Estimated Cost Per Person (dividing the cost by 60 people is a safe approach)
Groceries		
Caterer cost for paid meals (list how many here:)		
Caterer cost for free / compensated meals for managers if attending, and also whomever you wish from band to committee / hosts (list how many here:)		
Caterer Tip		
DCLSA Kitchen Staff Wages Please budget $20 per hour per staff requested - no need to tip as they receive a bonus at years end. How many staff are you requesting? _____ Hours requested? _____		
Decorations / Other Extra Touches		
Specialty Drink Ingredients		
MANDATORY DCLSA OVERHEAD FEE for all paying attendees.	*Paying Attendance x $2.00*	$2.00
TOTAL:		

See next page for reimbursement.

For DCLSA Reimbursement

Each person can submit their own form, or the host can submit one form for everyone.

Please e-mail completed forms to the social chairs within a week after event.

Event Date:	
Event Name:	
Your Name:	
Your Phone Number:	
Your e-mail:	

Expense Explanation (please note that all requests must have a receipt attached except for cash tips)	Who should receive reimbursement? Include name (and address, phone, and e-mail at least once)	Amount