



SVR-PCA EVENT BUDGET FORM & GUIDELINES

All SVR events should be "self-supporting". The costs associated with the event should be carefully thought through prior to the event so that the proper "event fee" can be charged. Use the following guidelines to develop the budget for your event, then obtain the Social and/or Competition Director's approval(s).

1. All event budgets must be presented to the SVR Board for approval
2. Submit the budget through the Social and/or Competition Director(s) at least 3 months before the event.
3. Events should be planned to break even and may contain a contingency to cover unexpected expenses.

Description/Comments/Constraints/Timeline/Special Handling

Name of Event		Date of Event	
Type of Event	Dinner <input type="text"/>	Tour <input type="text"/>	Misc. <input type="text"/>
	Autox <input type="text"/>	DE <input type="text"/>	
Insurance Required:	<input type="text"/>		
INCOME			
	Event Fee <input type="text"/>	Per Car <input type="text"/>	Estimated No. <input type="text"/>
	Sponsorship <input type="text"/>	Per Person <input type="text"/>	Total \$ <input type="text"/>
Total Income			<input type="text"/>

EXPENSES:	
* Total Meal/Food Costs (including Tax, Tip,)	\$ -
* Room Site rental -	\$ -
Entertainment	
Decorations	
Flyers - Advertising	\$ -
Give Aways - Awards	
Speaker Fees - Expenses	
Printing	
Postage	\$ -
Mileage	
Tasting Fees	
Phone Calls	
Miscellaneous	
Miscellaneous	
Total Expenses	
Operating Increment	

Submitted by

Approved by