



## 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 require board 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 breakeven 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 Autox	Tour DE	Misc.
Insurance Required:			

<b>INCOME</b>			
Event Fee		per car	Estimated No.
Sponsorship	NONE		
From Attached Budget			
<b>Total Income</b>			

<b>EXPENSES:</b>			
From Attached Budget			
* 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			
<b>Total Expenses</b>			
<b>Operating Increment</b>			

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