

# Delray Beach Lodge #1770

*"The Benevolent and Protective Order of Elks"*

265 N.E. 4<sup>th</sup> Avenue

Delray Beach, Florida 33483

(561) 278 1770

## Event Worksheet

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Lodge Sponsor or Event Coordinator: \_\_\_\_\_ Phone No. \_\_\_\_\_

Who are your volunteers? \_\_\_\_\_

Event to be held in \_\_\_\_\_ Lounge \_\_\_\_\_ Hall \_\_\_\_\_ Back Patio

*(Please check with Viola for any possible conflicts with room usage or parking. If in Lodge Hall, paperwork also completed with Viola?)*

Food required: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Catered \_\_\_\_\_ None

*(Speak to Kitchen Manager/House Chairman re: menu, deserts, appetizers & obtain estimated cost)*

Bartender required: \_\_\_\_\_ Yes \_\_\_\_\_ No Cost per Hour: \_\_\_\_\_

*(Speak to Bar Manager)*

Anticipated number of people attending the event: \_\_\_\_\_ Tickets to be sold: \_\_\_\_\_

Estimated Cost of Food from Kitchen Manager: \_\_\_\_\_ for \_\_\_\_\_ (how many) people.

Entertainment required: \_\_\_\_\_ Yes \_\_\_\_\_ No Cost of Entertainment: \_\_\_\_\_ X \_\_\_\_\_ Hours

Name of Entertainment: \_\_\_\_\_

*(Have you presented budget and contract for entertainment to Board of Directors? – Keep copy of paperwork)*

Estimated cost of decorations: \_\_\_\_\_ Estimated cost of any giveaways: \_\_\_\_\_

Anticipated donations: \_\_\_\_\_

Total Hall Rental (if appropriate) \_\_\_\_\_

Proceeds of Ticket Sales/Event Sales \_\_\_\_\_

Total Food Costs: \_\_\_\_\_

Total Profit Anticipated: \_\_\_\_\_

Total Entertainment Costs: \_\_\_\_\_

Final Profit of Function: \_\_\_\_\_

Total Decoration Costs: \_\_\_\_\_

Total Budget needed for Event: \_\_\_\_\_

Notes for next event of this type: \_\_\_\_\_

*Report for Board, House and Membership can be provided from this page. Completed copy to Lodge Office!*