

# **GSJNA**

# **Event Handbook**

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***A Guide to Planning and Staging an Event***



## Introduction

Good ideas can be found in every corner of the GSJNA fellowship. This Event Handbook is designed to allow individual fellowship members as well as groups and home groups to generate new ideas for events in the Greater San Jose Area and then plan and stage these events. These individual fellowship members and groups—collectively known as “event working groups” —will work with the ASC’s Event Coordinator, who will serve as a guide in helping the working groups to think about numerous questions and details before the event, and who will serve as a liaison to the ASC in gaining approval for the actual event and securing a budget, if necessary. The Event Coordinator may also schedule and stage GSJNA events, enlisting the aid of other fellowship members and following the same path and guidelines outlined in this handbook.

In keeping with the spirit of the 9<sup>th</sup> Tradition of having “service boards or committees being directly responsible to those they serve,” it is recommended that event working groups work closely with the Event Coordinator and follow the timeline and suggestions described in this handbook, especially if (a) an event is being held for the GSJNA fellowship as whole and not just a specific meeting or home group; (b) the individuals or group putting on the event would like assistance from the Event Coordinator; and/or (c) the individuals or group putting on the event would require budgeting from the ASC. Events that do not fall into one of these categories, such as a holiday party at a local home group, would just go on as usual.

Some of the best events held in the GSJNA sprung from the hearts and minds of enthusiastic and passionate members who wanted to try something different. We would like to stoke those flames of inspiration and provide a framework that will allow such ideas to take flight. We invite you to read this handbook and consider the questions inside. If you would like to share your experience, strength and hope in putting on events, or if you feel additional information should be added or covered in this handbook, or if you have any questions about this handbook and the process of putting on an event, please send an e-mail to [events@sjna.org](mailto:events@sjna.org) or contact the current Event Coordinator.

## Timeline for staging an event

Planning is the key to a successful event. Finding a location or facility, planning the event, securing a budget and printing a flyer are all actions that need to occur months before the actual event is held. Below is a basic timeline that event working groups will need to follow in putting on a GSJNA event:

### ■ *At least 5-6 months prior to the event date:*

- Individuals or a group (“event working groups”) gets an idea for an event and decides that they would like it to be a GSJNA-wide event.

- The event working group contacts the Event Coordinator to discuss the idea for the event. This communication can be over the phone, in person or even via e-mail. The Event Coordinator goes over a quick questionnaire (Appendix A) with the event working group that is designed to gather some basic information about the event and to make sure the event working group is considering many different facets of putting on an event. This information will also be needed in order for the ASC to initially approve the event (i.e., date, time, location, nature of event, rough cost, expected profit or loss, etc.) Once the Event Coordinator and event working group agree on the basic parameters of the event, they jointly decide whether it is feasible and whether it should be brought to the ASC. This information will also be shared with the ASC’s Administrative subcommittee by the Event Coordinator.

Some basic questions that events working groups might want to think about when generating the initial idea for an event should include:

- ✓ Does the proposed date conflict with any other event or event (even in an adjoining Area)?
- ✓ Is the proposed date a national holiday or holiday weekend?
- ✓ Is the projected cost of the event too expensive?
- ✓ Has a similar, unsuccessful event been tried in the past?
- ✓ Has consideration been made for the newcomer?
- ✓ Is the event fostering fellowship and is it a celebration of recovery?
- ✓ Will the event possibly offend anyone in the fellowship and/or compromise our unity?

■ ***At least 4 months prior to event:***

•The Event Coordinator brings the idea for the event (or multiple events) to ASC participants so they can decide whether the event should be held. The Event Coordinator will hand out to ASC participants a one-page summary of the event(s) to be considered. ASC participants will vote on whether to proceed with the proposed event(s). There will be several gates at which point the ASC can decide that the event may not be in the best interests of the fellowship (i.e., conflicts with another event, too costly, expected to lose money, etc.)

■ ***At least 3 months prior to event:***

•The Event Coordinator and event working group finalizes details of the event, including a detailed budget, projected profit/loss statement, and insurance requirements. The Event Coordinator brings this information to the ASC for approval. (Sample budgets—both printed and as digital files—will be made available by the Event Coordinator.)

■ ***At least 2 months prior to event:***

•The event working group prepares event flyers, and the Event Coordinator brings the flyers to the ASC for distribution to groups, regional delegates, web servant, etc.

Throughout the 5-6-month period, event working groups will work closely with the Event Coordinator to address different issues or iron out problems as they arise. The Event Coordinator will conduct regular check-ins to make sure things are progressing, but they will not necessarily be doing the work; they will be assisting the event working groups in thinking about all of the issues, getting other fellowship members involved, and in staging the event.

## **Recruiting fellowship members**

Staging an event requires many hands. Even if there are several members on an event working group, it will probably be necessary to involve additional fellowship members during different stages of the planning and production of an event. Some members may be needed to perform work before an event, while others may simply be needed to assist on the day of the event.

The change in the GSJNA service structure that moves away from an Activities Subcommittee structure to a more free-form event working group was made in part to allow other fellowship members to take part in putting on an event without having to sign up for a long-term service commitment. It is up to the Event Coordinator and/or the event working group to recruit additional people to help with the work of holding the event. While there are no specific guidelines or requirements for these additional volunteers, it is important for event working groups to follow some general recruiting guidelines so the reputation of NA is unharmed and we maintain good public relations with the community. It is also important to involve people who understand the importance of accountability and the fact that all service bodies—whether subcommittees or event working groups—are beholden to the ASC groups we serve. If these guidelines are followed, it will result in not only a successful event, but a positive experience for the recruits and volunteers. Below are some basic guidelines when recruiting additional fellowship members to help put on an event:

- ✓ Do the volunteers have a working knowledge of the 12 Steps and 12 Traditions of NA?
- ✓ Can they put “principles before personalities”?
- ✓ Can they take direction and guidance from others?
- ✓ Are they punctual and dependable?
- ✓ Are they good communicators?

Event working groups may want to also produce volunteer sign-up sheets that can be passed around at different meetings if many volunteers are required. Once all recruits and volunteers have been identified, event working groups will want to maintain a roster, including names, phone numbers, e-mail addresses, and task/role for all fellowship members who have agreed to take part in producing an event. The event working groups should be very clear with all recruits and volunteers about what their role will be in putting on the event, and try, wherever possible, to match tasks with personal abilities and talents. While flexibility is important, we cannot emphasize enough how important clear communication is in putting on a successful event.

### **Securing an event location**

Selecting a facility in which to hold your event may be one of the toughest decisions you have to make. The GSJNA has worked with many facilities over the years, and the Event Coordinator can direct you to facilities that may be appropriate given the type of event you are planning and your expected attendance. Keep in mind that some facilities may be booked months in advance or there may be a formal process for applying to use the space (i.e, a public park). You may need to figure this into your event timeline. Again, the Event Coordinator can guide you through the process of securing a location. When selecting a location, you may want to ask yourself the following questions:

- ✓ Does the facility have sufficient parking?
- ✓ What is the maximum room capacity?
- ✓ Is there a curfew by which time the event must be over?
- ✓ What are the time restrictions are far as getting in to set up and then getting out after cleanup?
- ✓ What is the rental fee and what does it include?
- ✓ Is the neighborhood a consideration?

- ✓ Is it in a residential neighborhood and will there be any issues if the event is noisy or if participants gather outside of the facility?
- ✓ Is there handicapped access, such as ramps or elevators, to the facility?
- ✓ Do you need kitchen facilities at the location?
- ✓ Are there adequate bathrooms to handle the expected number of attendees?
- ✓ What is the facility's policy about smoking both on and off premises?
- ✓ What is the facility's clean-up policy?
- ✓ Are tables and chairs provided or available for rent?
- ✓ Will the facility be easy to find by the majority of fellowship members?
- ✓ Is it near any public transportation?
- ✓ Given the participants (i.e., adults, children) are the facilities appropriate?
- ✓ Are there other events at the facility on the selected night?
- ✓ If security is required, what is the exact requirement and who pays for it?

If the facility requires that someone from the GSJNA sign a rental agreement, then the event working group should bring such an agreement to the Event Coordinator for review and to decide who is the appropriate representative from the GSJNA to sign such an agreement. There is usually a requirement that one primary person from the fellowship serve as the contact person for the facility.

If keys are provided for the facility, then the event working group should carefully decide who will be responsible for holding onto the keys, opening and closing the facility on the day of the event, and then returning the keys to the facility owners. Event working groups may also want to find out if a facility provides or requires some form of security personnel during an event or event, especially if that event is held in the evening or on the weekend.

Event working groups should also keep in mind the Sixth Tradition, which warns against endorsing, financing, or lending the NA name to any related facility or outside enterprise. Event working groups might be tempted to use a certain location, which may be offered free of charge in exchange for being able to say that NA events are held at the location. This would be a violation of our Sixth Tradition. Event working groups should also be mindful of the 7<sup>th</sup> Tradition, which talks about the principle of being fully self-supporting. (However, if a location or facility is routinely offered free of charge to similar non-profit fellowships or community groups then NA could use such a facility without any required payment since we are being treated the same as any other organization that would approach the facility or location.) Lastly, event working groups need to be mindful to leave any facility of location in better shape that in which we found it, so as to not harm NA's reputation in the community and jeopardize the recovery of other addicts should any location or facility become unavailable due to poor behavior or a lack of clean-up by any NA group.

## Insurance

Everyone plans on having a good time at GSJNA events, but we need to be mindful that sometimes people will get hurt, property may be broken or stolen, or there may be some other unpleasant experience. We need to protect the fellowship, while providing attendees with the safety and security they deserve. That is the role of insurance. All GSJNA *meetings* are covered by a liability insurance policy that is maintained at the Regional level so long as the meeting is a “standard” meeting, is attended by fewer than 900 people at one time, and is listed in a local NA meeting guide or schedule.

Any event that falls outside of this description, which may include fun or special events, such as dances, pancake breakfasts, spaghetti dinners, golf tournaments, campouts, hikes, softball tournaments, unity days, area conventions, holiday marathons, may not be covered by the Region’s blanket insurance policy. It is recommended that the event working group, possibly in conjunction with the Event Coordinator, contact the NCRSO Special Worker at (707) 422-9234 who will then discuss the event with the insurance company to determine if it is covered by the current insurance policy or if some addendum or policy extension is required. *It is recommended that all event working groups obtain the proper insurance coverage via the NCRSO to ensure that their event is covered by the Region’s current policy.* Athletic events, such as softball tournaments, also require that all participants (players) sign an injury waiver that needs to be sent to the NCRSO.

More detailed information about the Regional insurance coverage can be obtained from the Event Coordinator or downloaded from: [http://www.norcalna.org/pdf/NCRSO\\_insurance\\_packet-7-07.pdf](http://www.norcalna.org/pdf/NCRSO_insurance_packet-7-07.pdf)

This packet of information on the web site above includes a Special Event Questionnaire that will be used by the NCRSO Special Worker to determine if additional coverage is needed. While the NCRSO insurance packet says the questionnaire must be submitted at least 30 days prior to any event or event, event working groups will likely need more lead time, as the NCRSO also requires that any additional insurance fees or premiums must be paid in advance. Therefore it is advisable that event working groups figure out whether additional insurance coverage is required before any budget for the event is approved at the ASC, **at least 3 months prior to the event**. Additional insurance fees are usually based on the number of attendees, the type of event, and how many days or hours it will last for.

Keep in mind that some facilities already have their own insurance coverage for events held at their location and may not require that your event working group have separate coverage. A good preliminary question for a facility would be to find out if they have such coverage, and if they do not, do they require the GSJNA to have such coverage. If the facility requires that the event working group has insurance coverage and requests proof of insurance, the event working group should contact the NCRSO Special Worker at (707) 422-9234 who will provide this proof of insurance free of charge(though there may be an additional charge that needs to be budgeted.)

## Accounting and financial considerations (before and after the event)

As part of the process of putting on an event, an event working group will be required to create a budget. [A budget is an itemized summary of probable income and expenses for a given event.] A budget allows us to follow the Eleventh Concept for NA Service, which states, “NA funds are to be used to further our primary purpose, and must be managed responsibly,” and delegates to the event working group the task of “accounting fully and accurately for [our funds] use to those who have provided it.” Having and using a budget is one part of sound financial management and a primary way to maintain accountability.

There have been numerous budgets created in the past for different GSJNA events and the Event Coordinator can provide some of these examples and help in preparing a budget. It is often helpful to have one member of the event working group be familiar with a spreadsheet software program which makes tracking and documenting income and expenses that much easier.

When creating a budget, it is a good idea to assign a number to each *line item* on a budget to help the budget stay organized and easy to read and understand. It also makes it easy to make changes to the budget. Should the need to alter the budget arise prior to the date of the event, a motion to change the budget can be created that references one specific line item, which people can locate quickly and easily. (“Motion to change line item EVENT0002 from \$40 to \$50 because of an increase in postage cost.”) Line item numbers also make tracking cancelled checks much easier. The reason a past treasurer wrote a check to John Q. for \$17.52, back in January of 2005, is much easier to identify if the check detail shows the budget line item number “202” in the memo field than if it just said “copy expense.” See the example budget in Appendix B.

While it is not an absolute requirement that all events make a profit (some events may be held simply to facilitation information or to foster fellowship), most events should be profitable so the GSJNA can continue to stage additional events, the GSJNA can fulfill its role in helping to fund Regional and World events through a monthly donation, and we can use whatever funds are raised to carry the message to the addict who still suffers. A good rule to follow when creating budgets is to estimate income at a minimum and expenses at a maximum.

Once an initial draft of the budget for an event has been created and reviewed with the Event Coordinator, it should then be presented for approval to the ASC at least 3 months prior to the date of the event. The Event Coordinator is the one who will present the budget, though members of the event working group should be present at that month’s ASC just in case there are questions about certain expense or income line items.

Once approved, all budgeted expenses can be incurred and paid (in most cases, without any additional motions), assuming that there are sufficient funds available. The GSJNA maintains an Event Prudent Reserve designed to pay all costs for approved events. This Event Prudent Reserve should not exceed \$5000. The event working group should pay careful attention to the amounts actually spent or received compared to the approved budget. Event working group members should not plan on spending more money than has been budgeted for any item, and tracking what has already been spent will help them stay within the budget. If an expense item listed in the budget ends up costing more than the amount in the budget, the event working group may want to consider an increase in the budget. This *variance* in the budget needs to go through the same ASC approval process as the original budget.

In some cases, the event working group may be required to make advance payments or deposits for certain items related to an event. These advances and deposits are a normal course of business and should be budgeted for as such. In fact, event working groups should have a separate budget line item for a deposit for an event expense, and then a separate line item for the payment for the balance due for that expense. Event working group members should be aware of what happens to such payments or advances should the event be cancelled. Should any contracts or agreements need to be signed related to the event, the event working group should review the document with the Event Coordinator and discuss who is the best person or contact to represent the fellowship and sign such a document.

After an event has been held, the Event Coordinator will need to present to the ASC—at the first ASC meeting after the event has been held—a final balance sheet showing the budgeted versus actual expenses for the event, as well as the actual profit or loss for the event.

Lastly, we would like to recommend that all event working groups read the following World Service bulletins: “NA World Service Bulletin 30: Theft of NA Funds” and “NA World Service Bulletin 21: The Generation of Funds and the Seventh Tradition in NA.” These can be found in the Treasurer’s Handbook or on the <http://www.na.org> web site.

### *Cost of the event*

In order to help pay for the costs involved in putting on an event, most groups elect to have an *admission fee* or *suggested donation* for most NA events. [The difference between a fee or donation is that a suggested donation is a voluntary payment while a fee is required for admission to an event.] Whether to make it a fee or donation and the exact amount should be determined by the members of the event working group, possibly in consultation with the Event Coordinator. This amount should be clear for fellowship members to understand, and should be included on all announcements and flyers detailing the event. When setting the amount, you may want to consider:

- ✓ Who are the expected attendees? Do they have the means to pay that amount?
- ✓ Is the cost too high that it might deter attendance?
- ✓ If children are involved, do they have to pay a separate fee or donation?
- ✓ Is there a mechanism to accept donations for newcomers to attend, and a policy concerning discounts for members of treatment facilities?
- ✓ Do you need a mechanism to provide receipts when an amount is paid?
- ✓ Will you be “pre-selling” and require tickets for the event?
- ✓ What is the cost and lead time for preparing and printing tickets?
- ✓ If there is an admission payment, will you also pass around a 7<sup>th</sup> Tradition basket?

### *Raffles and other fundraising ideas at the event*

In an effort to raise fellowship funds during an event, some event working groups may want to sell raffles. However, recent changes in California state law has resulted in modifications to requirements related to distribution of prizes and the financial reporting that must be made after a charitable raffle is held by a non-profit organization. For example, California law now requires that 90% of the gross receipts collected from sale of raffles stay with the non-profit entity conducting the raffle. So, for example, an event working group could **not** conduct a “50/50” raffle where half of the money collected is distributed as prize money. The Event Coordinator can work with your event working group to make sure you are adhering to these guidelines and filing all of the required paper. There is also a “Raffle Document” on the NCRSO web site at [http://www.norcalna.org/pdf/raffle\\_document.pdf](http://www.norcalna.org/pdf/raffle_document.pdf).



## Meetings and Speakers

Event working groups will usually want to hold a recovery meeting as part of a day's event. The event working group will want to consider when would be the best time to present such a meeting, so as to make a recovery available to the largest possible audience while not detracting from or competing with the rest of the day's events. Event working groups can develop a time schedule for the day and discuss the issue with the Event Coordinator.

When finding a speaker or speakers, the event working group should find someone who—to the best of their knowledge—is working and living the NA program of recovery, which is the Twelve Steps and Twelve Traditions, and delivers a clear NA message of recovery from addiction. Event working groups may also invite speakers from adjoining or nearby areas to speak at GSJNA events, though the GSJNA does not typically provide any payment or speaking fees, hotel reimbursement or gasoline expenses for people traveling from outside the area to speak.

Should you have speakers at your event or event, you may want to consider how they are listed on any flyers, web site or other announcements. You may want to consider whether it is putting “personalities before principles” by providing the name of the speakers, how much clean time they have or what local fellowship they are from. Sometimes, it suffices to simply say that there will be “two speakers” or a “main speaker meeting” on your flyer.

Prior to the day of the event and the meeting, you may want to also ask yourselves:

- ✓ Have we asked someone to act as the meeting secretary?
- ✓ Have we clarified the meeting format and length of meeting (including how long the speaker shares for)?
- ✓ Do we have the opening readings for the secretary?
- ✓ Do we need a microphone and PA system for the meeting?
- ✓ Will meeting slips be signed?
- ✓ Are we going to pass around a 7th Tradition basket?

## Flyers and Announcing the Event

Flyers announcing a GSJNA event or event must be created, copied and ready for distribution to GSRs and others ***at least 60 days between the last ASC meeting and the date of the event***. So for example, if your event is August 15, then you must be ready to distribute finished flyers to GSRs at the May ASC meeting prior to the event. Event working groups should share a draft of the flyer with the Event Coordinator a few weeks before the distribution date to ensure that there is ample time to review it and check for possible errors before duplicating.

When producing flyers for events and events, please let your creativity run wild, but the following guidelines should be followed at a minimum:

- Mention that the event is being put on by the Greater San Jose Area of Narcotics Anonymous.
- Include the date, time and type of event, and the name if it has one (i.e., MusicFest, ComedyJam, etc.)
- The address of the location (including city and zip code!) where the event will be held. You might also include a small map and indicate if parking is available or if there are any parking restrictions.
- If there is an event fee or suggested donation, list it. Note if the event is free for children (if appropriate for children)
- Include at least one contact name (two is preferable), including first name and last initial only, and phone number including area code.
- The flyer should indicate if there is a meeting at the event and what time the meeting starts.
- The NA logo with the copyright symbol or our service symbol or the words “Narcotics Anonymous” should be on the flyer.
- Neat, simple and appropriate artwork.
- No other logos, such as for businesses or facilities.
- No mention of outside enterprises.

The Event Coordinator can make available a Macintosh or Windows version of a special NA logo font (you need only the Mac or Windows version depending on your operating system) that you can install on your computer and use to create your flyer. You will then see an entry entitled “NA Logo” in your application font menus. You can then simply type the letter “A” or “B” to have the logo appear on your document. You can then enlarge or shrink the size of the logo, much the same way you would increase or decrease the size of text in your document.

Once you produce your flyer, you will need to think about how many copies you will need to make. This copying expense should also be figured into your budgeting for the event. There are typically 50-60 GSRs at each ASC meeting, and if you wanted each of them to take 10 flyers back to their group you would need to make at least 600 copies. You may also want to give numerous copies of your event flyer to the RCM so they can deliver them to Region at their monthly meeting. You may want to discuss with the Event Coordinator if the GSJNA is currently involved in a discount program with a local print and copy shop.

Event working groups must also supply a digital copy of the flyer, either in PDF format or a native computer application file, such as Microsoft Word, to the Public Information Subcommittee at [publicinfo@sjna.org](mailto:publicinfo@sjna.org) so the flyer and information can be posted on the Area web site and relevant information can be included on the monthly meeting guide and phonline.

## On the day of the event

Prior to an event, the event working group should set up a timeline for the day of the event that breaks down the different tasks, the time each task needs to begin or end by, and who will handle the specific tasks. It is also useful for the event working group to have a walk-through of the timeline with all volunteers and recruits a few days prior to the event.

On the day of the event, volunteers should arrive at an agreed upon time and location. You should make sure that you have built in enough set-up time, and that the facility's owners have agreed to provide access to the facility at that time. Be sure that the person with the keys to any facility or building is present. Punctuality will help ensure a successful event.

If cash is being collected during the course of the event, it is prudent for the event working group to enlist the help of the ASC Treasurer to safeguard the money that is collected. You may want to have a strong box or some other locked box where regular deposits can be made of admission fees and proceeds from the sale of food and merchandise. Again, we would like to recommend that all event working groups read the following World Service bulletins: "NA World Service Bulletin 30: Theft of NA Funds" and "NA World Service Bulletin 21: The Generation of Funds and the Seventh Tradition in NA." These can be found in the Treasurer's Handbook or on the <http://www.na.org> web site.

As the day winds down it is important to consider clean-up. Do you have enough garbage bags, brooms, dust pans to handle the job? Are there any spills that need to be mopped up? Do recyclables be separated from the rest of the garbage? Where is all garbage to be left? Please keep in mind that how we leave the facility will likely influence whether or not we will be able to use that facility in the future. We also want to keep in mind the public reputation of Narcotics Anonymous.

## Gauging the success of the event and planning for next year

After an event has been held, the event working group should meet to hold a "wrap-up" meeting, where they can discuss what worked and what didn't work so well during the planning and staging of the event. They should also handle any final bookkeeping tasks and make arrangements for a final report to be made by the Event Coordinator *at the first ASC meeting immediately following the event*. They should also make arrangements for the Event Coordinator to deliver any proceeds from the event to the ASC Treasurer.

It would also be helpful for the event working group to create an event folder containing all relevant documents, such as contracts, agreements, budgets, e-mails, to-do lists, contact names, etc. that can be passed on to the next event working group hoping to stage the event in the future, or a group hoping to hold a similar event. This event folder should be passed on to the Event Coordinator.

**Appendix A: Summary sheet of event for ASC**

**Appendix B: Sample budget spreadsheet**

# Appendix A: GSJNA Event Proposal Form

**Proposed Event Name:** \_\_\_\_\_

**Proposed Date:** \_\_\_\_\_

**Contact Names:** \_\_\_\_\_

**Contact Phone Numbers:** \_\_\_\_\_

**Contact E-mails:** \_\_\_\_\_

**Description and purpose of event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Tentative Location:** \_\_\_\_\_

**Expected No. of Attendees:** \_\_\_\_\_

**Tentative Budget Request:** \_\_\_\_\_

**Tentative Admission or Registration Cost:** \_\_\_\_\_

**Tentative Profit or Loss:** \_\_\_\_\_

**Other Comments or Information:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix B: Sample Event Budget**

Event Line	Expenses	Description	Projected	Month 1	Month 2	Month 3	Total	Remaining (Under) / Over Budget
AC001	Facility rent	Rent paid to Venue					\$0.00	\$0.00
AC002	Subcommittee Extra Mtg Rent	Rent for additional meetings necessary \$ ___ x ___					\$0.00	\$0.00
AC003	Deposit	Refundable Damage Deposit					\$0.00	\$0.00
AC004	Insurance	Money paid to RSC for a paper copy of the NA liability insurance.					\$0.00	\$0.00
AC005	Registration	All printing and giveaways for Registration packets. Bookmarks, stop cards, printing, laminating, envelopes.					\$0.00	\$0.00
AC006	Tickets	Materials & labor (like cutting & laminating) for event-specific tickets					\$0.00	\$0.00
AC007	Printing	All printing except Tickets & Registration - flyers, meeting formats, etc.					\$0.00	\$0.00
AC008	Set-Up & Breakdown	Rental/purchase of equipment/chairs, etc. Also cleaning supplies, TP, trash bags, dolly.					\$0.00	\$0.00
AC009	Decorations	Balloons, Props, Streamers, etc.					\$0.00	\$0.00
AC010	Signage	A commemoration of the event, to be displayed at future events. Softball tournament board. Performer placard.					\$0.00	\$0.00
AC011	Children's Activities	Games, face-painting, craft supplies, prizes, etc.					\$0.00	\$0.00
AC012	Entertainment/Personnel	DJ, Awards, Comedian, Band, cards & board games, etc.					\$0.00	\$0.00
AC013	Merchandise	Anything purchased to be sold. T-shirts, Hats, Cups, Pins, etc.					\$0.00	\$0.00
AC014	Food Purchase	Ingredients & supplies: napkins, plates, utensils, condiments, etc.					\$0.00	\$0.00
AC015	Drinks Purchase	Sodas, water, Energy Drinks					\$0.00	\$0.00
AC016	Ice Purchase	Ice.					\$0.00	\$0.00
AC017	Raffle	Raffle tickets, prizes, etc.					\$0.00	\$0.00
AC018	Opening Cash	area. Budget and Actual will always match. \$5x20 & \$1x100.					\$0.00	\$0.00
AC019	Petty Cash	reimburse those who can't wait until ASC. Also, to purchase items we run out of at the event.					\$0.00	\$0.00
<b>Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**We spent \$ \_\_\_ LESS than our budget**

Operating Funds (Disbursements)	Month 1	Month 2	Month 3	Total
Nov ASC	\$0.00			\$0.00
<b>Totals</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

		Projected	Month 1	Month 2	Month 3	Total	(Under) / Over Projection
AC020	Registration	Money paid to Register for an event				\$0.00	\$0.00
AC021	Door	Money paid for entry to the Event.				\$0.00	\$0.00
AC022	Raffle	Sales of raffle tickets				\$0.00	\$0.00
AC023	Food Sales	Food sold at event.				\$0.00	\$0.00
AC024	Drink Sales	Drinks sold at event (\$1 per soda or water & \$3 per Rock Star)				\$0.00	\$0.00
AC025	Merchandise Sales	Sale of T-shirts, Hats, Cups, Pins, etc.				\$0.00	\$0.00
AC026	Vendors	Donations from Vendors (traditionally 10% of sales)				\$0.00	\$0.00
AC027	7th Tradition	Collected at event meetings				\$0.00	\$0.00
AC028	Set-Up & Breakdown	Return of any deposits on rented equip/chairs, etc.				\$0.00	\$0.00
AC029	Deposit Refund	Refund of damage deposit for the venue				\$0.00	\$0.00
AC030	Opening Cash	Budget and Actual will always match				\$0.00	\$0.00
AC031	Miscellaneous					\$0.00	\$0.00
<b>Totals</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**We took in \$ \_\_\_ MORE than we projected**

AC032	<i>Unused Disbursements (Not considered Event Income)</i>		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		<b>Projected</b>					
		<b>Event Income</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		<b>Total Expenses</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
		<b>Profit/Loss</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>