

Museum & Arts Center ~ Event Form #1: Planning

This information is used to estimate costs, determine ad budgets, provide web information to Visitor's Bureaus and MAC website; and for our website and press releases. Photos of past events can be accepted on CD for press releases.

Event Name _____

Date(s) _____

Time _____

Location _____ Address _____

Event Chairperson _____ Phone _____

Cell Phone _____ Email _____

MAC Volunteers

Total Number Needed for Entire Event _____

Set Up _____ Break Down _____ Greeters _____ Runners _____

Activities _____ Sign People _____ Parking _____ Cashiers _____

Museum Sales _____ Raffle Sales _____ Food Sales _____

Ticket Sales

Ticket Sales Coordinator _____ Phone _____

Number Tickets Printed _____ Selling Price _____

Ticket Outlets _____

Food Service

Food Service Organizations _____

Banquet License needed from Liquor Store/can only serve members.

Event Chairperson is responsible for checking that other groups have valid permits.

Budget Worksheet

(Estimates are ok; use Final Report Form for actual data)

Rent Total Amount (excluding deposit) (\$) _____

Deposit (\$) _____

Advertising Costs (\$) _____

Banners Cost (\$) _____

Printing (posters, tickets, signs) (\$) _____

Advertising (newspaper, radio) (\$) _____

Entertainment (\$) _____

Food (\$) _____

Beverage (\$) _____

Donations to partnering organizations (\$) _____

TOTAL (\$) _____