

CKCoJ Event Planning Cost Proposal

(Instructions: Please fill out this form to the best of your knowledge and submit to the CKCoJ Board for event approval. Please give yourselves enough time to get board approval before proceeding with planning and getting commitments for the event.)

Name of Event: _____

Where: _____

Date: _____

Chairperson: _____

Estimated Expenses

Judge/Seminar Person \$

Plane Ticket \$

Hotel \$

Meals \$

Other Reimbursements (explain) \$

Facility \$

Gifts \$

Trophies \$

Misc (itemize) \$

Total: \$ _____

Estimated Funding Sources

Fundraiser (example: classes, raffle, entry fees)

1- _____ \$

2- _____ \$

3- _____ \$

Total: \$ _____

Difference: \$ _____

To the best of my knowledge these are the estimated amounts for this event.

Signature: _____

Date: _____

Signature: _____

Date: _____