



LYRIC EVENT FORM

Event Name:

Dates and Locations:

Event Type:

Lead Organizer(s) include contact info:

Projected Costs Total:

Projected Ticket Sales or Attendance Size - number of tickets and cost per ticket:

Food / Refreshments Coordinator(s):

Music Coordinator(s):

Promotional Materials / Promotion Coordinator(s):

Post-Event Clean Up Coordinator(s):

Post-Event Bathroom Cleaning Coordinator(s):

Post-Event Records and Book-Keeping Coordinator - getting receipts and Actual Costs to Treasurer, sign-in sheets from the event to the Secretary:



PROJECTED COSTS

Utilities:

Food / Beverage:

Music:

Audio / Visual:

Printing / Advertising:

Instructor Fee:

Materials:

Merchandise:

Other:

TOTAL PROJECTED COSTS:

PROJECTED INCOME

Ticket Price

Number of Tickets Max Cap:

Other:

TOTAL PROJECTED INCOME:



ACTUAL COSTS

Utilities:

Food / Beverage:

Music:

Audio / Visual:

Printing / Advertising:

Instructor Fee:

Materials:

Merchandise:

Other:

TOTAL COSTS:

ACTUAL INCOME

Ticket Prices:

Number of Tickets Sold:

or

Number of Attendees:

Other:

TOTAL INCOME: