

## WWA Pre-Banquet Budgeting Form

- A) PREVIOUS BANQUET GROSS INCOME \_\_\_\_\_
- B) PREVIOUS TOTAL ATTENDANCE \_\_\_\_\_
- C) GROSS INCOME per PERSON (A/B=C) \_\_\_\_\_
- D) ANTICIPATED BANQUET ATTENDANCE \_\_\_\_\_
- E) ANTICIPATED BANQUET GROSS INCOME (CxD=E) \_\_\_\_\_
- F) PREVIOUS BANQUET NET INCOME \_\_\_\_\_
- G) BANQUET NET INCOME GOAL \_\_\_\_\_
- H) TOTAL BANQUET EXPENSES (E-G=H) \_\_\_\_\_

### Budgeting Banquet Expenses by Category

- 1) State Package \_\_\_\_\_
- 2) Guns \_\_\_\_\_
- 3) Raffle Prizes \_\_\_\_\_
- 4) Meals & Banquet Hall and Bar \_\_\_\_\_
- 5) Door Prizes and Banquet Gifts \_\_\_\_\_
- 6) Printing & Postage \_\_\_\_\_
- 7) Auction Items (Framing, Cost Shares, etc.) \_\_\_\_\_
- 8) Miscellaneous \_\_\_\_\_
- TOTAL (Add 1-7, must = H) \_\_\_\_\_

### How to Set Banquet Ticket Price

- A) Membership \_\_\_\_\_
- B) Dinner & Gratuity per Person \_\_\_\_\_
- C) Door Prize & per Person \_\_\_\_\_
- D) Printing & Postage \_\_\_\_\_
- E) Allowance (cover unexpected costs) \_\_\_\_\_
- BANQUET TICKET PRICE TOTAL = \_\_\_\_\_