

# COLLINGWOOD POINTE AT THE PRESERVE PARTY PLANNER BUDGET

Name of Party:	Attendees (est.): <span style="background-color: #cccccc; display: inline-block; width: 50px; height: 15px;"></span>
Chairperson:	Party Date:
Caterer:	Phone:

EXPENSES:	(Description)	(Cost)	X	(Quantity)	=	
Food (per person):	_____		X	_____	=	
Other Food:	_____		X	_____	=	
	_____		X	_____	=	
	_____		X	_____	=	
	_____		X	_____	=	
	_____		X	_____	=	

Subtotal Food (add above boxes):

Other Expenses	(Description)	(Cost)	
Paper products:	_____		
Decorations:	_____		
Other Supplies:	_____		
Prizes:	_____		
Entertainment:	_____		
Miscellaneous (pg2)	_____		

Total Expense (add Food + expenses):

**Cost per person (Total Expense/Attendees):**

INCOME:	(Cost)	X	(Quantity)	=	
Resident ticket:		X	_____	=	
Guest ticket:		X	_____	=	
Donations:		X	_____	=	
CPP Contribution:		X	_____	=	
<b>Total Income:</b>					

Balance (adjust ticket prices to be positive or close to \$0):	Projected balance:	
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*Yellow boxes are for dollar amounts. When needed, multiply the cost times quantity and list in blue boxes. Green boxes are totals or subtotals. Space for additional expenses are at the bottom of page 2. Complete this form and submit to the Treasurer for review.*

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## Instructions:

1. Meet with committee members to develop a theme for the party. Discuss date, catering ideas, activities and entertainment.
2. Contact Clubhouse Chair to have date placed on the calendar.
3. Start to complete the budget form based on the projected expenses. Determine ticket prices so the party will break even based on projected attendance and contribution by the community.
4. Review the information with the CPP Board Treasurer.
5. Submit contract, statement, or receipts for required deposits to Association Management company for payment prior to the event (if required).

## Post-Event Wrap-up:

1. Did the event stay within budget? If not, why?

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2. Please comment on the food in regards to quality and quantity.

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3. If you were to plan this party again, what would you do different?

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Additional feedback/recommendations:

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List Other Committee Members:

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**Additional Expenses:**

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Miscellaneous Expenses (to page 1)