

**Catholic Women's Guild
Event Summary**

Name of Event: Hawaiian Sunset Dinne	Date of Event: August 12, 2023
Location: Home of Leila Guries	Approved Budget amount for Expenses: \$840 (see May 2023 Meeting Minutes)

Publicity Efforts including timing: Guild website, flyers, phone calls & networking.

Revenue from Entrance Fee:

Entrance Fee: \$30.00				Discounted Tickets?		Comp'd tickets:	
				Yes No XXX		XXX Yes No	
Paid in advance		Paid at the door		Tx price	# of tix 5	Number of tickets:	
# of tx 43	Amt. \$1290	# of tx 6	Amt. \$180		Amt. rec'd	2	
Total amount of revenue from Entrance fees:						No. of tickets paid by Square:	
Note: 2 people attended, but did not pay.				\$1470			

Revenue from Sales:

Raffle Tickets	\$ 520	Silent Auction & Food	\$470 + \$30
Raffle tickets paid by Square	\$ 60	Silent Auction paid by Square	\$ 125
Total Sales	\$ 580	Total Sales	\$ 625

Expenses:

Publicity	\$	Honorarium	\$
Venue	\$	Gifts	\$
Tables and chairs	\$ 55	Stamps	\$
Linens	\$	Art supplies	\$
Decorations	\$	Invitations	\$
Food	\$ 115.99	Comp'd tickets	\$ 60
Drinks	\$ 27.36	Hospitality	\$
Printing Costs - Flyers	\$	Square (fees)	\$ 6.77
Paper Goods	\$ 73.37	Flowers	\$
Prizes – Hat Contest	\$	Other	\$
Drink Dispenser	\$ 24.71	Other	\$
Total amount of expenses:			\$ 363.20
Cost per person: (2 people attended but did not pay. They are included in this number but not in the totals above):			\$ 6.85
			53 people

Summary:

Revenue & Expenses	
Total Event Revenue + \$200 donation:	\$3920.00
Total Event Expenses:	\$ 363.20
Balance	\$ 3,556.80

Donations:

Cash offset food purchases	\$ 200
Cash for AAF	\$ 1045
Other See Details	\$1688.36
Total	\$2933.36

In Kind Donations

Description of item	\$ Amount	Donor
Food (Northgate & Aldi)	\$ 73.13	Leila Giries
Catering (Gizele)	\$ 319.00	Leila Giries
Bejeweled bottle (Auction)	\$ 100.00	Leila Giries
Bejeweled bottle (Auction)	\$ 100.00	Leila Giries
Patriotic Wreath (Auction)	\$ 65.00	Nancy Lopez
Floral Wreath (Raffle)	\$ 50.00	Nancy Lopez
Beach Tote w/items (Auction)	\$ 95.00	Maria Stephenson & Yolanda Ramirez
Tickets for Casino Day Trip (Auction)	\$ 40.00	Lucy Solares
Hand made shawl (Auction)	\$ 200.00	Leila Giries
4 tickets to the Stand Up Comedy Club (Auction)	\$ 100.00	John Giries
Summer Solitude watercolor painting (Auction)	\$ 150.00	K. C. Cordero
Succulent plants for raffle	\$ 100.00	Leila Giries
Ice	\$ 20.00	Yolanda Ramirez
Bottle of Malibu Rum	\$ 18.00	Yolanda Ramirez
Gas Gift Card for Raffle	\$ 50.00	Yolanda Ramirez
Gas Gift Card for Raffle	\$ 50.00	Linda Malme
Bottle of White Wine	\$ 10.00	Jo Ann Ramirez
Macaroni Salad	\$ 29.23	Jo Ann & Yolanda Ramirez
Bottle of Blue Curacao	\$ 15.00	Lucy Solares
Bottle of Red Wine	\$ 15.00	Dianna Hampton
Bottle of Light Bacardi Rum	\$ 20.00	Nancy Lopez
Bottle of Red Wine	\$ 17.00	Margie Delgado
Bottle of Justin Red Wine	\$ 25.00	Melodie Santana
Bottle of Southern Comfort	\$ 20.00	Rose Douglas
Printing of letter to solicit donations.	\$ 7.00	Nancy Lopez
Total	\$1688.36	

Monetary Donations:

Monetary to offset food purchases	\$200.00	Smart & Final
Monetary for AAF	\$500.00	Dorothy Biby
Monetary for AAF	\$ 50.00	Noe Padilla

Monetary for AAF	\$150.00	Lulu Nassar
Monetary for AAF	\$ 30.00	Ron Meyer
Monetary for AAF	\$ 30.00	Bill McCluskey
Monetary for AAF	\$ 15.00	Norma Sarabia
Monetary for AAF	\$ 60.00	Kookie Brown
Monetary for AAF	\$ 50.00	Terry Wright
Monetary for AAF	\$ 60.00	Marge Lewis
Monetary for AAF	\$ 100.00	Fr Danny
Total:	\$ 1245.00	

Notes:

The purpose of this fundraiser is to benefit the Adopt A Family Program. 90% of funds raised by the Raffle (\$520.51) and the Silent Auction (\$532.40) will be allocated to AAF and 10% of funds (Raffle: \$57.83, Auction: \$59.15) will be allocated to the Guild's General Funds. As for the Event fees, those will be given to the AAF Program @ 100%. The donations collected, will also be given @ 100% (\$1045.00) to the AAF program with the exception of the \$200 Smart and Final donation. This was solicited by Jo Ann Ramirez to purchase food and supplies for the event.

Comp Guests:

Father Danny, Leila Giries (Dinner Hostess)

This event was coordinated by: Nancy Lopez (VP), Leila Giries & Maria Stephenson (Ways & Means). Assisting: Lucy Solares, Yolanda Ramirez, Jo Ann Ramirez, Lourdes Pena, Linda Malme, Heidi DeLa Rosa (décor), Rose Douglas, Julie Bosdachin, Christine Pohlen (décor)

Individuals who paid and did not attend: Adele Ambrusco, Pat Gonzalez, Dianna Hampton, Charo Maisch, & Hop Morrison

Raffle Ticket Pricing: 1 @ \$2.00, 6 @ \$10.00, 10 @ \$15.00, 20 @ \$20.00

Event Summary completed by: Dianna Hampton

Date completed: 10/03/2023

Event Debrief: *(At minimum there should be two debriefings; one with the subcommittee who did the work, and another debrief with the board)*

What went well?

1. Use of décor that was loaned to the Guild.
2. Appetizers ; Meatballs, veggies and variety of drinks
3. Appropriate amount of Silent Auction items
4. Raffle items eg. Live plants.

What changes or improvements can be made?

1. Thorough cleaning of yard space prior to prep as a lot of work went toward prepping outdoors by exec committee the day prior.
2. Coordination of students, regarding assistance with task during the event with food set up and checking food supplies to replenish.
3. Communication regarding supply of food and location of storage, e.g. I did not know more macaroni salad was available in the refrigerator. Coffee as well.

Lessons learned for future events

1. Too much liquor was donated and don't believe much of it was consumed.
2. Also, during the cleanup, much of the coffee was thrown out.