

**Our Lady of Perpetual Help Parish  
Catholic Women's Guild  
Event Summary**

<b>Name of Event: Joint Board Meeting</b>	<b>Date of Event: June 3, 2022</b>
<b>Location: Johnny Carino's Italian Restaurant Downey Landing</b>	<b>Approved Budget amount for Expenses:</b>

<b>Publicity Efforts, including timing of publicity.</b>
<b>Invitation only event to 2021-22 and 2022-23 board members</b>

**Revenue from Entrance Fee**

<b>Entrance Fee: N/A</b>				<b>Discounted Tickets?</b> (children)		<b>Comp'd tickets:</b>	
				<b>Yes    No</b>		<b>X Yes    No</b>	
<b>Paid in advance</b>		<b>Paid at the door</b>		<b>Tx price \$</b>	<b># of tx</b>	<b>Number of tickets: 21</b>	
<b># of tx</b>	<b>\$</b>	<b># of tx</b>	<b>\$</b>		<b>Amount rec'd</b>		
					<b>\$</b>		
<b>Total amount of revenue from Entrance fees: full price and discounted tickets</b>					<b>\$</b>		

**Revenue from Sales**

<b>Raffle Tickets</b> (centerpieces)	<b>\$</b>	<b>Merchandise;</b>	<b>\$</b>
<b>Raffle Tickets</b> (wine basket)	<b>\$</b>	<b>Merchandise; take out meals</b>	<b>\$</b>
<b>Total amount of Sales revenue</b>			<b>\$</b>

**Expenses:**

<b>Publicity</b>	<b>\$</b>	<b>Honorariums</b>	<b>\$</b>
<b>Venue</b>	<b>\$</b>	<b>Gifts</b>	<b>\$</b>
<b>Tables and chairs</b>	<b>\$</b>	<b>Art supplies</b>	<b>\$</b>
<b>Linen</b>	<b>\$</b>	<b>Flowers</b>	<b>\$</b>
<b>Decorations</b>	<b>\$</b>	<b>Comp'd tickets</b>	<b>\$</b>
<b>Food</b>	<b>\$340.80</b>	<b>Hospitality</b>	<b>\$</b>
<b>Drink</b>	<b>\$</b>	<b>Other/Dessert</b>	<b>\$33.98</b>
<b>Other</b>	<b>\$</b>	<b>Other</b>	<b>\$</b>
<b>Total amount of expenses</b>			<b>\$374.80</b>

**Summary:**

<b>Revenue &amp; Expenses</b>	
Total Event Revenue:	<b>\$</b>
Total Event Expenses:	<b>\$374.78</b>
<b>Balance</b>	<b>\$</b>

<b>Donations</b>	
Gift Basket Raffle	<b>\$</b>
Wine Basket Raffle	<b>\$</b>
<b>Total</b>	<b>\$</b>

**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?***

21 guests attended the luncheon including Monsignor Lorenzo and seminarian Paul Maxey. The Guild piggybacked on Joint Board Meeting to say farewell to both men.

Event time 12 noon – 3:00 pm

Meal ordered prior to event.

Appetizer: Margherita Pizza – 2 large pizzas, double cut

House Salad and Caesar Salad – 3 unlimited

Bread w/olive oil & garlic

Entrée: penne pasta with meat sauce and chicken ( 3 family platters ordered)

Choice of soft drink or ice tea

Chocolate or Strawberry tuxedo cake

No cost for use of separate dining area.

***What changes or improvements can be made?***

Speak with management about toning down the music.

**Lessons learned for future events**

*Order an additional pizza.*

**Cost per person: \$17.85**