

**Catholic Women's Guild
Event Summary**

Name of Event: September General Meeting	Date of Event: October, 2, 2023
Location: Carey Center	Approved Budget: \$400.00

Publicity Efforts including timing: OLPH Church Bulletin, St Raymonds, St Dominic Savio, Guild's social media

Revenue from Entrance Fee:

Entrance Fee: \$15.00				Discounted Tickets? Yes No XXXX		Comp'd tickets: Yes NoXXX	
Paid in advance		Paid After Deadline		Tx price	# of tix	Number of tickets:	
# of tx 38	Amt. 570.00	# of tx 1	Amt. 20.00				
Total amount of revenue from Entrance fees:					\$ 590.00	No. of tickets paid by Square: None	

Revenue from Sales:

Raffle Tickets Cash	\$ 199.00	Silent Auction & Food	NONE
Raffle tickets paid by Square	38.76	Silent Auction paid by Square	
Total Sales	\$ 237.76	Total Sales	\$0

Expenses:

Publicity	\$	Honorarium	\$ 100.00
Venue	\$	Gifts	\$
Tables and chairs	\$	Stamps	\$
Linens	\$	Art supplies	\$
Decorations	\$	Invitations	\$
Food	\$	Comp'd tickets	\$
Drinks	\$	Hospitality	\$
Printing Costs - Bingo	\$3.00	Square (fees)	\$ 1.24
Paper Goods	\$46.16	Flowers	\$
Prizes	\$	Other	\$
Total amount of expenses:			\$ 150.40
Cost per person: 39 people			\$ 3.86

Summary:

Revenue & Expenses	
Total Event Revenue:	\$ 827.76
Total Event Expenses:	\$150.40
Balance	\$ 677.36

In-Kind Donations	
Cash	\$15.00
In Kind Donations	\$80.00
Total	\$95.00

In Kind Donations

Description of item	\$ Amount	Donor
Black Board for Signage	\$15.00	Linda Malme
Water	\$5.00	Linda Malme
Starbucks Gift Card	\$ 15.00	Lucy Solares
Galaxy Car Wash	\$ 25.00	Nancy Lopez
"Moments of Grace" book	\$ 20.00	Linda Malme
Teresa Velez & Kookie Brown	\$15.00	
	\$	
Total	\$95.00	

Notes: 38 guests at \$15.00 = \$570.00 plus One guest paid \$20.00. Grand total \$590.00

Comp Guests: None

This event was coordinated by: Linda Malme

**Individuals who paid and did not attend:
4 individuals that paid and did not attend: Dianna Hampton, Armida Lugo, Melodie Santana,
Terry Wright.**

Raffle Ticket Pricing: 1 tix \$2.00, 6 tix \$10.00, 13 tix \$15.00, 20 tix \$20.00

**Event Summary completed by: Linda Malme, Lucy Solares & Dianna Hampton
Date completed: September 29, 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?

What changes or improvements can be made?

Lessons learned for future events