

**Catholic Women's Guild
Event Summary**

Name of Event: Installation 2023-24	Date of Event May 26, 2023
Location: Columbia Memorial Space Center Theater Room	Approved Budget amount for Expenses: \$500.00 at April 3, 2023 board meeting

Publicity Efforts including timing Melodie posted in church bulletin, Instagram and Facebook
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Revenue from Entrance Fee

Entrance Fee: \$10.00 per person				Discounted Tickets? Yes No		Comp'd tickets: Yes No	
Paid in advance		Paid at the door		Tx price	# of tx	Number of tickets:	
# of tx 20	Amt. \$200.00	# of tx 15	Amt. \$150.00	\$	Amt. rec'd \$		
Total amount of revenue from Entrance fees: \$350.00						No. of tickets paid by Square: none	

Revenue from Sales

Raffle Tickets		Merchandise	
		Other	\$40.00
		Meals sold	
Total Sales		Total Sales	\$40.00

Expenses:

Publicity		Honorarium	
Venue	\$135.00	Gifts	\$150.00
Tables and chairs		Stamps	
Linens		Art supplies	\$
Decorations		Invitations	\$
Food	\$569.74	Comp'd tickets	
Drink		Hospitality	\$
Printing Costs	\$ 20.68	Square (fees)	
Paper Goods	\$	Flowers	\$35.36
Other	\$	Other Cake	\$65.00
Other	\$	Other creamer	\$8.99
Total amount of expenses			\$ 984.77
Cost per person			\$28.14

Summary:

Revenue & Expenses	
Total Event Revenue:	\$390.00
Total Event Expenses:	\$984.77
Balance - LY was \$632	-\$594.77

In-Kind Donations	
See next page	
Total	\$119.78

In Kind Donations

Rose Douglas – Table flowers, coffee cups, badges	\$81.28
Linda Malme – water	\$6.50
Paula Mayfield – gift amount over budget	\$14.00
Armida Lugo – ribbon and cello paper	\$18.00
TOTAL	\$119.78