

# BOGUS BASIN SKI CLUB EVENT & MARKETING REQUEST & PROCESS FORM

www.bogusbasinskiclub.org

Updated: 08/07/14

<b>EVENT TITLE:</b> 2014 Ski Swap	
<b>Date of Event:</b> Fri Oct 31, Nov 1 & Nov 2	<b>Time:</b>
<b>Request Date:</b>	<b>Duration:</b> (# hours)
<b>Submitted By:</b> JANE Gabbert	
<b>Contact Info:</b> JANE Gabbert 362-3627 jggabbert@gmail.com	
<b>Event Leader:</b> JANE Gabbert	
<b>Event Objective:</b> Staff Ski Club Booth @ Swap	
<b>Contact Info:</b> (Provide list Names and Contact info of the Committee) JANE Gabbert 362-3627	
<b>PSA Content Approved to Publish:</b> YES / Pending / NO	
<b>VOLUNTEER REQUIREMENTS:</b> (This information will be provided to the Membership Director) Please provide all specific areas that will need a volunteer and hours required	
Man the booth for tours of 2 hrs	
<b>BUDGET REQUEST:</b> (Please itemize - Board approval required) 2500 Booth Charge payable to BBSCRA	

**Request & Process:**

The following is to be filled out by the Event Leader. This form is to serve as an Event & Marketing and Promotional process guide for the Marketing Director, Event Leader and club volunteers.

Event & Marketing/Promotional requests should be submitted **no less than 90 days** prior to the event date.

**Publish Date Required:** All marketing requests are date driven. Please define & submit required date for publication.

**Frequency:** Define dates that notification needs to be repeated or distributed.

**Budget:** An approval by the club board of directors is required for all media/promotional purchases.

**Content Approval:** Designated club board members must approve of all information distributed to it's membership and general public.

**Section 3:**

**Statement of REVENUE & EXPENSE**

*Ski Swap*

*Thurs, Fri, Sat, Sun: 10/30 - 11/2/2014*

*Prepared by:*

	Budget Estimate	Actual	DIFF	Comments / Items
Beg Cash				(Beg. cash is not accounted in total revenue; for cash reconciliation, only)
Cash		190 <sup>00</sup>		
Checks		100 <sup>00</sup>		
Pre-Paid				PayPal
No Fee				# of Guests
Total Deposit				Date of Deposit / Name
Attendance				
<b>REVENUE</b>		290 <sup>00</sup>		
Raffle Bogus Pass		65 <sup>00</sup>		
Bachelors Trip		100 <sup>00</sup>		
Event Passes				
Memberships	new 1	25 <sup>00</sup>		will pay online
Other Renewals	1	25 <sup>00</sup>		CPA
Other	4	100 <sup>00</sup>		checks
<b>Total Revenue</b>		290 <sup>00</sup>		
<b>EXPENSES</b>				
Food & Beverage				
Entertainment				
Park Fee				
Supplies				
Other Fees	Drum Rental	25 <sup>00</sup>		
Misc				
Reimbursements				
Publicity/Marketing				
Other				
Other				
<b>Total Expenses</b>		25 <sup>00</sup>		

# BOGUS BASIN SKI CLUB SKI SWAP 2012

## EXPENSES

Booth- \$25.00

Total expenses \$ 25.00

## INCOME

Season pass raffle tickets 116.00

3 Memberships 75.00

1 Season Pass & Membership 300.00

**NET PROFIT \$466.00**

## Warren Miller Movie Raffle Winners

Ed Miltner

Matt Stancil

Melissa Zachery



P.O. Box 973  
Boise, ID 83701

## BOGUS BASIN SKI CLUB EVENT SHEET

EVENT Ski Swap 2011

DATE Nov 4, 5 & 6 2011 TIME \_\_\_\_\_

PLACE Fair Grounds

CHAIRPERSON(S) JANE GABBERI

ADMISSION

PREPAID \$ \_\_\_\_\_ AT EVENT \$ \_\_\_\_\_

APPROXIMATE ATTENDANCE

MEMBERS \_\_\_\_\_ NON-MEMBERS \_\_\_\_\_ AT EVENT \_\_\_\_\_

EXPENSES (ITEMIZE)

Space (booth) Rental

25<sup>00</sup>

### INCOME

Chair Raffle

34.00

Season Pass Raffle

149.00

4 Memberships

100.<sup>00</sup>

7 Season Passes

1995.00

2278.00

Expenses

25<sup>00</sup>

PROFIT

2253.00

REVOLVING FUND EXPENSE  
(See Attached Sheet)

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ ( \_\_\_\_\_ )

**Statement of REVENUE & EXPENSE**

*Event Title*

*Date: mm/dd/yyyy*

REVENUE	Total	# people	Comments / Items
<b>Beg Cash</b>	\$00.00		<i>(Beg. cash is not accounted in total revenue; for cash reconciliation, only)</i>
Cash	\$0.00		Summary:
Checks	\$0.00		Summary:
Pre-Paid	\$0.00		<i>(PayPal, web-site payments)</i>
No Fee	\$0.00		<i>(appointed guests)</i>
Raffle	\$0.00		Summary:
Trips	\$0.00		Summary:
Ski Passes	\$0.00		Summary:
Memberships	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
<b>Total Revenue</b>	<b>\$0.00</b>		Summary:
<b>EXPENSES</b>			
Food & Beverage	\$0.00		Summary:
Entertainment	\$0.00		Summary:
Site Fee	\$0.00	25 <sup>00</sup>	Summary:
Supplies	\$0.00		Summary:
Other Fees	\$0.00		<i>(parking, booth rental, etc.)</i>
Misc	\$0.00		Summary:
Reimbursements	\$0.00		Summary:
Publicity/Marketing	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Other	\$0.00		Summary:
Tax	\$0.00		Summary:
<b>Total Expenses</b>	<b>\$0.00</b>		
<b>Net Revenue (Loss)</b>	<b>\$0.00</b>		