

Social Event Planner (Form)

Community: _____ Month of: _____

Event Description: _____

Plan Outline

**Be sure to note important information about Vendors and Requisition Request needs*

| Category | Total Cost | Description |
|----------------------|------------|-------------|
| Food | | |
| Music | | |
| Décor | | |
| Entertainment | | |
| Door Prizes | | |
| Advertising & Flyers | | |
| Other | | |

Budget Analysis

**All costs are to be coded to 4103650: Resident Relations*

| Total Event Cost | Month's Budget | Annual Budget | Cost Within Budget |
|------------------|----------------|---------------|--|
| \$ _____ | \$ _____ | \$ _____ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Additional Notes: _____

 General Manager

 District Manager