

**AREA _ ACTION PLAN
COMPETITION & EVENT PLAN**

Competition or Event: _____

Date of Competition: _____

Event Director: _____

Phone Number: _____

FACILITY & EVENT CONTACTS:

NAME	ROLE	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		

COMMITTEE ASSIGNMENTS:

COMMITTEE	CHAIR	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		

VOLUNTEER GROUPS:

GROUP	CONTACT	PHONE NUMBER
1.		
2.		
3.		
4.		
5.		
6.		

COMPETITION BUDGET WORKSHEET

Competition or Event: _____ Date of Competition: _____

Event Director: _____ Event Site: _____

REVENUE:	PROJECTED	ACTUAL
Businesses/Individuals/Organizations	_____	_____
Fundraising Events (see page 8)	_____	_____
Letters of Solicitation	_____	_____
Merchandise or Product Sales	_____	_____
Special Events	_____	_____
Sponsor an Athlete	_____	_____
Games Fees (Teams to Area Account)	_____	_____
In-kind Donations	_____	_____
Merchandise Sales	_____	_____
Other (please list) _____	_____	_____
*Total Revenue		

EXPENSES:	PROJECTED	ACTUAL
Awards	_____	_____
Equipment	_____	_____
Facility Rental	_____	_____
Lodging	_____	_____
Meals	_____	_____
Merchandise	_____	_____
Postage	_____	_____
Printing	_____	_____
Subsidies to Teams	_____	_____
Travel	_____	_____
Volunteer Identification/Recognition	_____	_____
Other (please list) _____	_____	_____
*Total Expenses		

*Total Revenue from each competition should be combined and carried over to the appropriate line items on the Area Budget Summary on page 6.

**Total Expenses from each competition should be carried over individually to the appropriate line items on the Area Budget Summary on page 6. Note additional information is needed if you provide subsidies to teams.