

SEF Pre-Event Detail Report

Event			
Event Date		Time	
Location			

	Description of Event
Arrival of people (pay at door? Have pre-paid tickets?)	
Food?	
Activities?	
Prizes?	
Other Sales/Raffles?	
Other	

Budget			
Price per Ticket (per tickets? Per family? Etc)		How many people to do expect/hope for?	
Cost of Food?		Cost of Prizes?	
Cost of decorations?		Cost of venue?	
Cost of :		Cost of:	
Cost of:		Cost of:	
Total Cost of Event:		Goal of Funds to Raise?	

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We have items you may want to use!!

Inventory Checkout Request

Inventory Item	Qty In Stock	Qty Needed	Date Needed?	Date to Return?
Food/Drink Items				
Water				
Juice Boxes				
Decorations				
Black Table Cloth				
Hawaiian theme items				
Bingo Cards				
Raffle Tickets				
Prizes				
Small trinkets				
Paper Products				
Small paper plates				
Large paper plates				
Coffee Styrofoam cups				
Coffee cups				
Small drink cups				
Napkins				

