

# Northwest Danish Association

## Request and Worksheet for New Program or Activity

Program Name \_\_\_\_\_

Program Purpose \_\_\_\_\_

Program/Event Date(s) \_\_\_\_\_ Hours Of Event \_\_\_\_\_ AM \_\_\_\_\_ PM

Program Location \_\_\_\_\_

Anticipated Attendees: Adults \_\_\_\_\_ Children \_\_\_\_\_

Program/Event Volunteers \_\_\_\_\_

Will Alcohol be Served? Yes \_\_\_\_\_ No \_\_\_\_\_ Type, if Yes \_\_\_\_\_

Liquor or Banquet Permit Needed? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated Food and Refreshment Expense \$ \_\_\_\_\_

Estimated Space/Venue Rental Expense \$ \_\_\_\_\_

Estimated Supplies Expense \$ \_\_\_\_\_

Other Estimated Expenses \$ \_\_\_\_\_

Other Estimated Expenses \$ \_\_\_\_\_

Total Estimated Program/Event Expenses (Sum of above estimated expenses) \$ \_\_\_\_\_

Estimated Fee Per Attendee: Adult \$ \_\_\_\_\_ Child \$ \_\_\_\_\_

Total Estimated Revenue for Program/Event \$ \_\_\_\_\_

Net Revenue or Cost of Event (Total Revenue less Total Expenses) \$ \_\_\_\_\_

Notes/Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by: \_\_\_\_\_ Email \_\_\_\_\_

Contact Phone \_\_\_\_\_ Date Submitted \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_