**NSAI Regional Workshop Special Event Financial Sheet and Request Form**

When you are pre-planning an event fill out the top information and the “projected” expenses and income column. E-mail, mail or fax this information to NSAI for approval **before** committing to the

event. Once the event is completed, fill out the “actual” expenses and income column and send to NSAI. Make sure you save and attach all receipts. Keep copies for your workshop records.

**Requests for funds from or deposit of profits to your chapter’s individual account should be made on the following page.**

**Today’s Date:**  **Chapter:**

**Special Event:** (who, what, when)

**Date of Special Event**:

**Projected expenses and income**

**Expenses**

Guest Fee $\_\_\_\_\_\_\_\_\_\_\_\_

Lodging $\_\_\_\_\_\_\_\_\_\_\_\_

Meals $\_\_\_\_\_\_\_\_\_\_\_\_

Tips $\_\_\_\_\_\_\_\_\_\_\_\_

Air travel $\_\_\_\_\_\_\_\_\_\_\_\_

Ground travel $\_\_\_\_\_\_\_\_\_\_\_\_

Venue cost $\_\_\_\_\_\_\_\_\_\_\_\_

Equipment $\_\_\_\_\_\_\_\_\_\_\_\_

PA system $\_\_\_\_\_\_\_\_\_\_\_\_

Copying $\_\_\_\_\_\_\_\_\_\_\_\_

Printing $\_\_\_\_\_\_\_\_\_\_\_\_

Postage $\_\_\_\_\_\_\_\_\_\_\_\_

Supplies $\_\_\_\_\_\_\_\_\_\_\_\_

Refreshments $\_\_\_\_\_\_\_\_\_\_\_\_

Misc. $\_\_\_\_\_\_\_\_\_\_\_\_

**Total Expenses** $\_\_\_\_\_\_\_\_\_\_\_

**Projected Income**

Ticket/Members \_\_\_\_@ $\_\_\_\_\_\_

Non-members \_\_\_\_ @ $\_\_\_\_\_\_

Sponsorships $\_\_\_\_\_\_\_\_\_\_\_\_

Misc. $\_\_\_\_\_\_\_\_\_\_\_\_

**Total Income** $\_\_\_\_\_\_\_\_\_\_\_\_

**Projected Profit** $\_\_\_\_\_\_\_\_\_\_\_\_

**Actual expenses and income**

**Expenses**

Guest Fee $\_\_\_\_\_\_\_\_\_\_\_\_

Lodging $\_\_\_\_\_\_\_\_\_\_\_\_

Meals $\_\_\_\_\_\_\_\_\_\_\_\_

Tips $\_\_\_\_\_\_\_\_\_\_\_\_

Air travel $\_\_\_\_\_\_\_\_\_\_\_\_

Ground travel $\_\_\_\_\_\_\_\_\_\_\_\_

Venue cost $\_\_\_\_\_\_\_\_\_\_\_\_

Equipment $\_\_\_\_\_\_\_\_\_\_\_\_

PA system $\_\_\_\_\_\_\_\_\_\_\_\_

Copying $\_\_\_\_\_\_\_\_\_\_\_\_

Printing $\_\_\_\_\_\_\_\_\_\_\_\_

Postage $\_\_\_\_\_\_\_\_\_\_\_\_

Supplies $\_\_\_\_\_\_\_\_\_\_\_\_

Refreshments $\_\_\_\_\_\_\_\_\_\_\_\_

Misc. $\_\_\_\_\_\_\_\_\_\_\_\_

**Total Expenses** $\_\_\_\_\_\_\_\_\_\_\_

**Income**

Ticket/Members \_\_\_\_@ $\_\_\_\_\_\_

Non-members \_\_\_\_ @ $\_\_\_\_\_\_

Sponsorships $\_\_\_\_\_\_\_\_\_\_\_\_

Misc. $\_\_\_\_\_\_\_\_\_\_\_\_

**Total Income** $\_\_\_\_\_\_\_\_\_\_\_\_

**Actual Profit (or Loss)** $\_\_\_\_\_\_\_\_\_