**Event Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Proposed Venue\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Leader\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Short Description**

|  |
| --- |
|  |

**Event Team**

|  |  |
| --- | --- |
| **Name** | **Designated Responsibility (e.g. finance, sales, marketing)** |
|  |  |
|  |  |
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**Who, other than charities, will benefit and how?**

|  |  |
| --- | --- |
| **Who to Benefit** | **How** |
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |

**Event Type: Community / Fund-raising / BOTH**

**Key Tasks/Milestones**

|  |  |  |  |
| --- | --- | --- | --- |
| Task/Milestone | Date | Who | Notes |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |

**Cost/Benefit Analysis (to be completed for ALL events)**

**Costs**

|  |  |  |
| --- | --- | --- |
| **Item** | **Cost (£)** | **Notes** |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |
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**Income**

|  |  |  |
| --- | --- | --- |
| **Item** | **Value (£)** | **Notes** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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**Break Even Point re event involvement\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Potential Profit/Loss: £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Comments**

|  |
| --- |
|  |

**Charity Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Charity #1** | **Charity #2** | **Charity #3** | **Charity #4** |
| **Charity Name** | Salisbury Rotary |  |  |  |
| **Salisbury Based?** | YES |  |  |  |
| **Can Funds Raised be Ringfenced?** | YES |  |  |  |
| **Reg Charity No \*** | 1039708 |  |  |  |
| **Proposed % Split** | xx% |  |  |  |
| **Charity Main Objectives** | 1.  2.  3. |  |  |  |
| **How Money would be used** *(please specify capital or revenue against items)* | ???? |  |  |  |
| **Annual Income (£)** | £60k (2014) |  |  |  |
| **Annual Expenditure (£)** |  |  |  |  |
| **Monthly Running Costs (£)** |  |  |  |  |
| **Unrestricted Reserves (£)** | £5, 568 (2014) |  |  |  |
| **Any Other Information** |  |  |  |  |

\*If not registered, copy of constitution/rules of governance must be available

**Sign Off Checklist**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Item | Who | Date |
| 1 | Event Evaluation Form Approved | RCCG |  |
| 2 | Charity checked out & confirmed | Robin Vanderzee? |  |
| 3 | Charity split signed off by Council | Rotary Council |  |
| 4 | Risk Assessment done | Event Leader/ Alastair Barrett |  |
| 5 | Insurance Company Informed | Event Leader/Mike Smith |  |
|  |  |  |  |