

# CANAL WALK EVENT FORM

**EVENT SPONSOR (CLUB, COMMITTEE ETC.)** \_\_\_\_\_

**EVENT TITLE:** \_\_\_\_\_

**DATE OF EVENT:** \_\_\_\_\_

**TIME OF PERFORMANCE:** \_\_\_\_\_

**LENGTH OF PERFORMANCE:** \_\_\_\_\_

## **FINANCIAL INFORMATION**

**FEE OF PERFORMER:** \_\_\_\_\_ **DEPOSIT:** \_\_\_\_\_ **BALANCE:** \_\_\_\_\_

**ESTIMATED COST FOR REFRESHMENTS** \_\_\_\_\_

**CHARGE PER PERSON FOR EVENT:** \_\_\_\_\_

**ATTENDANCE REQUIRED TO BREAK EVEN** \_\_\_\_\_

## **FOOD PREPERATION INFORMATION**

**REFRESHMENTS BEING SERVED:** \_\_\_ YES \_\_\_ NO

**BY WHOM:** \_\_\_ CATERER \_\_\_ CLUB/COMMITTEE NAME

**FEE OF CATERER** \_\_\_\_\_ **OR**

**ESTIMATED COST OF PURCHASED REFRESHMENTS** \_\_\_\_\_

## **MISCELLANEOUS COSTS**

**DECORATIONS** \_\_\_\_\_

**PAPER PRODUCTS** \_\_\_\_\_

**DRINKS** \_\_\_\_\_

~~~~~**FOLLOWING COMPLETED BY OFFICE**~~~~~

**DATE RECEIVED** \_\_\_\_\_ **AVAILABILITY CONFIRMED** \_\_\_\_\_

**BOARD APPROVAL** \_\_\_\_\_ **DATE** \_\_\_\_\_

**NOTES** \_\_\_\_\_