

Event Name

Fiscal Year

Post Event Report Budget

Revenue	Amount
Retained Revenue	
Sponsorships and Donations	
Ticket sales	
Booth sales	
Beverage Sales	
Food Sales	
Merchandise Sales	
Volunteer Time	
Total	

Event Expenses	Cost
Venue Rental	
Advertising	
Arts	
Restoration or Preservation	
Sporting Event	
Transportation	
Labor	
Supplies	
Equipment	
Sanitation	
Utilities	
Beverages	
Food	
Merchandise	
Security	
Closing of Street/Barricades	
Lighting	
Police Escort	
Trash Receptacles/Disposal	
Utilities	
Labor	
Other (ice Rink)	
Total	

Support Requested: HOT Funds

Category	Cost	Description
Venue Rental		<i>Provide detail info.</i>
Advertising		<i>for the specific use of</i>
Arts		<i>the funds being requested.</i>
Restoration or Preservation		
Sporting Event		
Transportation		
Total HOT fund request		

Support Requested: In-Kind by COPA Employees/Equipment

Closing of Street/Barricades		<i>Provide detail info.</i>
Police Escort		<i>for the specific services</i>
Trash receptacles		<i>or equipment</i>
Utilities		<i>being requested.</i>
Labor		
Other		
Total In-Kind request		

Summary	
Total Event Expenses	
Event Revenue	
HOT Fund Total	
In-Kind Total	
Total Revenue	

% of HOT Funds to Total Event Expenses (TEE)	
% of In-Kind to TEE	
Total % of HOT & In-Kind to TEE	