

Event Planning form - simplified version (posted 5/19/07)
Families with Children from China – Northern California

Please complete this form and mail or email it to FCC President for approval prior to event. This form is mandatory if requesting monies to be paid by FCC up front for event.

Event: _____ Event Date _____ Time: _____
 Event Location (address and building name, if any): _____

Projected Costs: (Add items such as rental of facility, refreshments, paper goods & utensils, art supplies, children’s entertainment if any.)

Item	Cost
Total Estimated Costs	

Entrance fee donation: _____
 (different price for adults and children? family price? Lower price for pre-registration? For FCC members?)

Projected number attending: _____ Projected income: _____

(Please project attendance and multiply by reasonable entrance fee. Decide if FCC members and non-members should pay the same donation amount. Please choose an amount that will both encourage attendance and reasonably expect to break even. We suggest that childcare expenses be paid for by the parents who use them.)

FCC Northern California is grateful to all who plan events. Reasonable projections are all we can hope for. All reasonable overages will be paid. If you did not break even, you do not need to absorb the costs. We want everyone to feel that planning events is something members can do without having to pay overages on top of all your hard work. However, failure to file this form may result in a dispute over being recompensed, so please complete it and--

PLEASE MAIL THIS FORM TO:
 Peggy Lee Scott
 1839 Catalina Avenue,
 Berkeley, CA 94707
 or send via email:
 <PLScott@stanfordalumni.org>

Your information here: Name—Address--Phone(s)--Email:
