

PA C.A.R. State Conference	Original		Original	Adjusted/Final		Adjusted/Final	Change	Notes
	\$	#	\$ Total	\$	#	total	frm \$ Orig	
	Notes							Notes
Attendee Revenue								
Registration- Members	\$5	65	325	\$5		0	-325	Member registration should consider families with multiple children
Registration- Seniors	\$15	66	990	\$15		0	-990	
Candidate Fee	\$10	12	120	\$15				Candidate Fee goes the cost of the Friday night candidates party
Friday Box dinner	\$13	30	390			0	-390	Cost of the meal has to be \$11 or less before tax and gratuity to ensure money can be given to the State Library Fund. Registration would charge \$15 so \$2 from each meal will go to the State Library Fund to purchase pins for members
Friday Pizza- Members	\$0		0			0	0	Each candidate pays a candidate fee which is used for this event along with patron donations
Friday Pizza and Adult Social	\$0		0			0	0	No charge for attendees. Local DAR Chapters donate receptions
Saturday Boxed Lunch	\$12	70	840			0	-840	Pricing should be reasonable to consider families with multiple children
Saturday Tour	\$8	90	720			0	-720	Pricing should be reasonable to consider families with multiple children
Saturday BQT- Kids	\$20	25	500			0	-500	Cost of meal from hotel needs to be \$15 or less before tax and gratuity
Saturday BQT- Adult	\$30	27	810			0	-810	cost of adult kids meal needs to be \$20 or less before tax and gratuity
Saturday BQT- Adult	\$40	40	1,600			0	-1,600	cost of adult meal needs to be \$27 or less before tax and gratuity
Saturday BQT- Adult	\$40	40	1,600			0	-1,600	cost of adult meal needs to be \$27 or less before tax and gratuity
Patron Donations		1	0					
Sub-Total Attendee Revenue			7,895			0		
Total Attendee Revenue			7,895			0	-7,895	
Patrons								Note Patrons and Registration must cover the guest of the key guests rooms-See guidelines
Other Revenue			0			0	0	Patron donations
Other Revenue			0			0	0	Patron donations
Other Revenue			0			0	0	Patron donations
Other Revenue			0			0	0	Patron donations
Other Revenue			0			0	0	Patron donations
Total Other Donations			0			0	0	
Total Revenue			7,895			0	-7,895	
Other Expenses								
Programs	\$ 2.25	150	\$338					Required expense of conference. Price for multiple quotes
Memorial Service Programs	\$ 0.50	75	\$38					Required expense of the conference.
DJ - Banquet	\$ 400.00	1	\$400					Required expense of conference. Should be covered by Patron
Guest Meals	\$ 40.00	8	\$320					Required expense of the conference. PSSDAR State Regent, PASAR State
Sleeping Room-Guests	\$ 125.00	4	\$500					Required expense of the conference. 2 state presidents, National and Senior National
BQT Centerpieces	\$ 5.00		\$0					Not required because the hotels usually have center pieces that can be used. If there is a special request by the State President for a particular centerpiece this should be donated by the Presidents family. Otherwise if there is patron donation money after
Entry Unit/ Balloon Arch	\$ 350.00		\$0					Not required. If there is a special request by the State President for a particular entry unit this should be donated by the Presidents family. Otherwise if there is patron donation money after all required expenses are paid then an entry unit can be
General Decoration	\$ 100.00		\$0					Not required. If there is a special request by the State President for particular decorations this should be donated by the Presidents family. Otherwise if there is patron donation money after all required expenses are paid then an entry unit can be
Memorial Service Wreath	\$ 20.00		\$0					Not Required. The memorial service is not required to place a wreath. If the State/Senior State Chaplain wish to do this during the memorial service then they
Photo Booth/ Alternative Option	\$ 300.00		\$0					Not required. If there is a special request by the State President for this then it should be donated by the Presidents family. Otherwise if there is patron donation money after all required expenses are paid then an entry unit can be considered
Photo Backdrop	\$ 20.00		\$0					Not required. If there is a special request by the State President for this then it should be donated by the Presidents family. Otherwise if there is patron donation money after all required expenses are paid then an entry unit can be considered
Banner	\$ 50.00		\$0					Not required. If there is a special request by the State President for this then it should be donated by the Presidents family. Otherwise if there is patron donation money after all required expenses are paid then an entry unit can be considered

		Direct Marketing Product								Not required. If there is a special request by the State President for this then it should be donated by the Presidents family. Otherwise if there is patron donation money after all required expenses are paid then an entry unit can be considered		
Signs	\$	50.00										Local DAR Chapters donate receptions.
Hospitality Room F&B												
Total Attendee Promotions				1,595				\$0	\$0			
Total Marketing				1,595				\$0	-\$1,595			
Registration/ SWAG												
	Ship/Set-up fees	#	cost / item		Ship/Set-up fees	#	cost / item					
Registration Good Bags								0	0			Items donated via local Chamber of Commerce/Tourism/Legislators
Nametags	\$0.60	130		78				0	-78			Required Expense. Average cost for a box of 100 Avery name badges is \$50 and this can be printed on a home computer. This should not be considered a printer cost.
								0	0			
								0	0			
								0	0			
								0	0			
Total Attendee Supplies				78				0	-78			
Operational Expenses												
Church Rental												To be determined by church-Traditionally a donation
Hotel Technology (AV)												State owns projector. Screen and mic system
Tour												
Total Operations				0				0	0			
Catering/Food and Beverage												
Day 1 Catering-- FRIDAY		Cost	Base #	Quantity	Total Pieces	Cost	Base #	Quantity	Total Pieces			
Bag it for Books					0				0			
Members	\$11		15		165				0			-165
Seniors	\$11		15		165				0			-165
Campaign Party					0				0			
Members	\$8		65		520				0			-520
Senior Reception	\$5		66		330				0			-330
					0				0			0
					0				0			0
Sub Total for the Day					1,180				0			-1,180
Tax				6%	71			6%	0			-71
Gratuity				21%	248			21%	0			-248
Total for Day 1					1,499				0			-1,499
Day 2 Catering- SATURDAY		Cost	Base #	Quantity	Total Pieces	Cost	Base #	Quantity	Total Pieces			
Lunch					0				0			0
Member Lunch	\$7		36		252				0			-252
Senior Lunch	\$7		37		259				0			-259
Dinner					0				0			0
Member BQT-	\$15		25		375				0			-375
Senior BQT	\$18		26		468				0			-468
Senior BQT	\$27		40		1,080				0			-1,080
Senior BQT	\$27		41		1,107				0			-1,107
Open Category					0				0			0
					0				0			0
					0				0			0
Sub Total for the Day					3,541				0			-3,541
Tax				6%	212			6%	0			-212
Gratuity				21%	744			21%	0			-744
Total for Day 2					4,497				0			-4,497

			Direct Marketing Product			ate
Total Catering		5,996		0	-5,996	
Buffer percentage	5%	300	5%	0	-300	
Total Catering (total for 2 days)		6,295		0	-6,295	
Summary						
Total Revenue						
(total brought down from top of document)		7,895		0	-7,895	
Total Expenses						
(Operations, Catering, Marketing)		7,968		0	-7,968	
Net Profit for the show						
		-73		0	73	
