



Monte Vista Chamber of Commerce Tourism Board

Preliminary and Follow up Budget Report

INCOME		PROJECTED BUDGET	ACTUAL COST
	REGISTRATION		
	MERCHANDISE		
	PARKING		
	SPONSORS		
	OTHER:		
	OTHER:		
TOTAL INCOME		\$	\$

EXPENSES		PROJECTED BUDGET	ACTUAL COST
PERMITS			
	ORGANIZATIONAL		
	CITY/COUNTY/STATE		
	FOREST/BLM		
	OTHER:		
FEES			
	JUDGES		
	EMT		
	ORGANIZATIONAL		
	MEMBERSHIPS		
	OTHER:		
MEDIA			
	RADIO		
	NEWSPAPER		
	TV		
	MAGAZINE		
	OTHER:		
PRINTING			
	BROCHURES		
	POSTERS		
	PERIODICALS		
	ENTRY FORMS		



PRINTING cont.	OTHER:		
		PROJECTED BUDGET	ACTUAL COST
RENTALS			
	PORTA-POTY		
	SOUND SYSTEM		
	OTHER:		
SUPPLIES			
	MAILINGS		
	OFFICE		
	JANITORIAL		
	OTHER:		
PRIZES			
	TROPHIES		
	OTHER:		
TOTAL		\$	\$

READER RESPONSE	PHONE	WEB	E-MAIL	OTHER
TICKETS SOLD				
ATTENDANCE				
TOTAL INCOME				

To be considered for future funding the “POST EVENT REPORT” **MUST** be returned to the Board **within 60 days** of the Completion of your event.

Please include all copies of invoices, Payment Vouchers, Tear Sheets, Ad Copies, ETC.