

## EVENT PLANNING: ESTIMATES AND APPROVALS FORM

Note: Events and activities are organised **on behalf of, and in the name of, CSSC London**, therefore estimated costs and entry fees must be assessed, and agreed with the BDE, before the event is publicised.

**Please send this form to the BDE early in your planning, to agree entry fees, and start arranging publicity, before you confirm your booking of facilities.**

<b>Name/type of event/activity</b> <b>Date and time of event/activity</b> <b>Venue</b> <b>Organiser's:</b> Name Phone No. email Address	
<b>CSSC Membership No.</b>	

<b>Estimated number of competitors</b>		<b>Suggested entry fee</b>	
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	£
Hire of facilities/venue	
Hire/purchase of equipment	
Officials' expenses	
Catering	
First Aid	
Organiser's expenses (give details below)	
Prizes	
Printing, copying, postage	
Other (give details below)	
<b>TOTAL</b>	<b>£</b>

<b>Comments (use this space to describe or summarise your event, if necessary)</b>

<b>Signed (Organiser)</b>		<b>Date</b>	
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