

County Event Details and Budget Information

Name of Event	<input type="text"/>	Date of Event	<input type="text"/>
Max Numbers	<input type="text"/>	Closing Date	<input type="text"/>
Start Time	<input type="text"/>	End Time	<input type="text"/>
Venue full address & Postcode	<input type="text"/>		
Event Lead NAME	<input type="text"/>		
Event Lead TEL	<input type="text"/>	Event Lead EMAIL	<input type="text"/>
Month to advertise on Website, Facebook & News & Views	<input type="text"/>		

Sections that can participate ☐ Rainbows ☐ Brownies ☐ Guides ☐ YL/Ranger ☐ Adults

Can parents stay? ☐ Yes ☐ No Cost Per Child

Do Leaders/ Adults pay? ☐ Yes ☐ No Cost per Leader/Adult

Is there a Badge? ☐ Yes ☐ No Cost for badge (if not included)

Do Leaders need to attend with girls? ☐ Yes ☐ No Info

Uniform Required or Special Dress Code

Parking Issues/ Instructions

Refreshments Included ☐ Yes ☐ No Details

Adverts for News & Views to be sent in small font - Arial or Trebuchet MS in an editable format (Jeg/Png for logos and pictures. Create in A5 size

Detailed description of event & any additional Info

Name of Finance Person (if different to event lead)		Tel. of Finance person	
Email of Finance Person			

Cheques will be payable to:	Girlguiding Northamptonshire Special Events
BACs reference to be allocated by Office:	

How much is the Event in total

Are County funding any of this event ☐ Yes ☐ No If yes how much?

Date when this was approved

When will expenditure Occur?

How much before the Event

How much after the Event

Who is recording income for the Event ☐ Office ☐ Event Lead

Please give details of when and how much each vendor is payable by the office - for example each venue or each coach

Vendor Name	Deposit or Full Amount £	Date	Remainder payable £	Date

I will provide you with a payment account following this event together with original invoices for payment, receipts and statements where necessary. Please tick ☐

Expenses and refunds are unable to processed without these being provided

I have prepared a budget for this event which has been authorised (by Adèle/Frances) and a copy is attached Please tick ☐

If you have any queries please contact the County Treasurer on treasurer@girlguidingnorthamptonshire.org.uk

Signed by Date