

# Northamptonshire 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	<input type="checkbox"/> Rainbows	<input type="checkbox"/> Brownies	<input type="checkbox"/> Guides <input type="checkbox"/> YL/Ranger <input type="checkbox"/> Adults
Can parents stay?	<input type="radio"/> Yes	<input type="radio"/> No	Cost Per Child <input type="text"/>
Do Leaders/ Adults pay?	<input type="radio"/> Yes	<input type="radio"/> No	Cost per Leader/Adult <input type="text"/>
Is there a Badge?	<input type="radio"/> Yes	<input type="radio"/> No	Cost for badge (if not included) <input type="text"/>
Do Leaders need to attend with girls?	<input type="radio"/> Yes	<input type="radio"/> No	Info <input type="text"/>
Uniform Required or Special Dress Code	<input type="text"/>		
Parking Issues/ Instructions	<input type="text"/>		
Refreshments Included	<input type="radio"/> Yes	<input type="radio"/> No	Details <input type="text"/>
Adverts for News & Views to be sent in small font – Zilla Slab regular/ Arial in an editable format (Jpg/Png for logos and pictures. Create in A5 size			
Detailed description of event & any additional info	<input type="text"/>		

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

Email of Finance Person

Cheques will be payable to:	Northampton County Guides Association – Special Events
BACs reference (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

**Please give details of when and how much each vendor is payable by the office – for example each venue or each coach. The Vendor will need to create an invoice for payment**

Vendor Name	Deposit or Full Amount £	Date	Remainder payable £	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 the County Commissioner and Finance Chair) and a copy is attached **Please tick**

If you have any queries please contact the Treasurer on [treasurer@girlguidingnorthamptonshire.org.uk](mailto:treasurer@girlguidingnorthamptonshire.org.uk)

Signed by  Date