

SYDNEY NORTH REGION ROVER COUNCIL

Event Tender Form

Formation Details

Crew Name: _____

Meeting place and time: _____

Main Organiser

Contact Name: _____ Tel: _____

Email: _____

Crew Leader (if not the main organiser)

Contact Name: _____ Tel: _____

Email: _____

Event Details

Event: _____ Date: _____

Proposed Location: _____

Theme & Description:

Promotional Plan:

Rough Budget**

Cost Per Head: Pre-Paid: _____ At the gate: _____

Day/Dinner Tickets: _____

Expected Numbers: _____ Break-even Point: _____

Fixed Costs		Variable Costs	
Costs that remain the same regardless of the number in attendance, eg: entertainment, admin , promotion and activities (to some degree)		Costs that vary depending on the attendance, eg: food, camping fees and Moot bags	
Item	Cost	Item	Cost
Total		Total	

****Please note that your Crew or committee is still required to present a final budget to the RRC for approval, no later than three RRC Meetings prior to the event. For any questions in regards to this tender document, please contact the RRC Social Activities Coordinator at rrc.regactivities@sydneynorthscouts.com**