



CIRCLE PROJECT COMPLETION FORM (P2)

Please type or neatly print.

DATE SUBMITTED: _____

SUBMITTED BY: _____

I. CIRCLE(S) PARTICIPATING _____

II. EVENT CONTACT INFORMATION

Project Chair: _____

Email: _____ Daytime Phone: _____

Additional Contact/Co-chair: _____

Email: _____ Daytime Phone: _____

Circle Leader: _____

Email: _____ Daytime Phone: _____

Board Liaison: _____

III. EVENT DESCRIPTION:

1. Event Title: _____
2. Date(s) of Event: _____ *circle one:* Su M Tu W Th F Sa
3. Location of Event (name, address, city, state, zip): _____

4. Attendance at Event (quantity): _____

IV. EVALUATION:

1. Do you consider this project successful? ☐ NO ☐ YES
2. Why or why not: _____

3. Would you do it again? ☐ NO ☐ YES
4. If no, why not? _____

Please email event photos to info@kingsdaughters.org for inclusion in the Circular, the KD annual report, Facebook posts, Annual Recognition slide show, etc.

V. FINANCIAL REPORT

INCOME:

- A. Tickets \$ _____
B. Food/Beverage/Alcohol \$ _____
C. Sales \$ _____ (specify what was sold _____)
D. Auction (Live or Silent) \$ _____
E. Chance Tickets \$ _____
 a. # Tickets Sold _____
 b. Price Per Ticket _____
F. Sponsorships/Donations \$ _____
G. Other Income \$ _____ (specify from what _____)
H. **TOTAL INCOME** \$ _____

EXPENSES:

- A. Rental \$ _____
B. Food/Beverage \$ _____
C. Entertainment \$ _____
D. Promotion/Printing \$ _____
E. Decorations \$ _____
F. Permits / Licenses \$ _____
G. Other \$ _____ (specify what _____)
H. **TOTAL EXPENSES** \$ _____

Event Net Profit (Income less Expenses):

\$ _____

Total Amount Given to KD office (to benefit CHKD):

\$ _____

Date Check Presented to KD office _____

(Please submit check with this form to KD office.)

SPONSORS:

List of Sponsors & Amounts Donated (submit additional sheets if necessary)

If \$1,000+ we need contact info/email to invite to sponsor events

Sponsor Name/Business	Cash or In-Kind	Donation Value

THANK YOU FOR ALL YOUR EFFORTS AND HARD WORK!

Please email completed form and request a transfer of funds or drop form and check for the total profit of your project to the KD office within 30 days of project completion. Presentation/Announcement of your project and donation is encouraged at the next KD Connect meeting. Call the KD office if you have any questions or see the Circle Manual for further information on "Project Approval Process" and "Project Completion Process".

Submit completed form to:

The King's Daughters | 601 Children's Lane, 2nd floor | Norfolk, VA 23507
Tel: 757.668.7098 | Fax: 757.668.8907 | Email: info@kingsdaughters.org