

# AACA SOUTH FLORIDA REGION CAR SHOW / EVENT - CHECK LIST

1 SHOW NAME / LOCATION: \_\_\_\_\_ DATE / TIME: \_\_\_\_\_

2 CHAIRMAN: \_\_\_\_\_ CO CHAIRMAN: \_\_\_\_\_

3 CERTIFICATE of INSURANCE from NATIONAL \_\_\_\_\_

3 FLYER / EMAIL / OTHER CLUB MARKETING PERSON: \_\_\_\_\_ Cost: \$ -

4 SET UP HELPERS

1 - table shifts	_____
2	_____
3	_____

BREAKDOWN HELPERS

1	_____
2	_____
3	_____

5 HIRED SECURITY: \_\_\_\_\_ Cost: \$ -

HIRED TOILET / GARBAGE: \_\_\_\_\_ Cost: \$ -

6 JUDGED SHOW ? - CHIEF JUDGE: \_\_\_\_\_

CLASSES & NO.of TROPHIES \_\_\_\_\_ Cost: \$ -

7 SPONSORS:

1	SPONSOR NAME	_____
2		_____
3		_____
Total Show Sponsor Funds		_____

\$ AMOUNT	OR ITEMS DONATED for Goody Bags.
\$ -	_____
\$ -	_____
\$ -	_____
\$ -	

8 PHOTOGRAPHER: \_\_\_\_\_

9 REGISTRATION / MEMBERSHIP - Table helpers & shifts. \_\_\_\_\_

10 OTHER EXPENSES: \_\_\_\_\_ Cost \$ -

11 SECURITY DEPOSITS \_\_\_\_\_ Amount: \$ -

SHOW BUDGET		Prior Year Budget
Sponsor Revenue	-	0
Registration Revenue @ \$10.00/Car	-	0
<b>Total Revenue</b>	-	<b>0</b>
<b>Expenses</b>		
Flyers / Marketing	-	0
Hired Security/Toilet/Garbage	-	0
Trophies	-	0
Other	-	0
<b>Total Expenses</b>	-	<b>0</b>
<b>Estimated Show Profit/(Loss)</b>	-	-