

EVENT TASK TRACKER

Event Title:	<i>Tampa Hispanic Bar Association 10th Annual Scholarship Gala</i>				
Event Location:	Palma Ceia Golf & Country Club				
Event Address:	1601 S. MacDill Ave., Tampa, FL 33629				
Target Attendance:					
	STATUS	RP	DEADLINE	VENDOR	NOTES
Internal Budget Completion	In Progress	VCH	6/29/2016		
Budget Approval:	In Progress	VCH	7/8/2016		
Event Theme:	In Progress		6/22/2016		<i>Celebrando Nuestro Pasado, Presente y Futuro</i>
Event Date:	Thursday, November 3rd, 2016	VCH	6/1/2016		
Time:	5:30pm-8:30pm	VCH	6/1/2016		
Event Contact:		VCH	6/1/2016		
Event Speaker:	Robert "Bob" Martinez	LV	6/1/2016		
Speaker Contact:		LV	6/1/2016		
Speaker Hotel:	In Progress	LV	9/1/2016		
Speaker Transportation:	In Progress		9/1/2016		
Entertainment & Décor					
Music	In Progress	GES	6/21/2016		Sol Caribe (VCH checking w/ HWPA) Contact Maritza (Coda Sound)
Audio Visual	In Progress				
Flowers	In Progress				
Favors	In Progress				
Trophies	In Progress	Alfred			
Photographer	In Progress				
Sponsorship Package					
Letter to Sponsor	In Progress	GES	8/1/2016		
Info Page	In Progress	GES	8/1/2016		
Benefits Page	In Progress	GES	8/1/2016		
Commitment Form	In Progress	GES	8/1/2016		
Marketing & PR					
Event Design	In Progress	GES			
Posters	In Progress	GES	6/21/2016		
Invites	In Progress	GES			
Press Release	In Progress	GES			
E-Flier (CC)	In Progress	GES			
Programs	In Progress	GES			
THHI Calendar	In Progress	PG			
Update Website	In Progress				
Update Facebook	In Progress				
T. Cabassa Award	Luis Viera				
Other					
Slide Show Video	In Progress	Jenay	10/15/2016		Picture Video Presentation

BUDGET TRACKER					
Event Title: 2016 Tampa Hispanic Bar Association 10th Annual Scholarship Gala					
Event & Speaker	Vendor	Vendor Contact Info.	Projected Budget	Actual Cost	Notes
Venue Location:	Palma Ceia Golf & Country Club		\$ 10,500.00		
Event Organizer:	Robert "Bob" Martinez		\$ -		In kind
Speaker Honor:			\$ 350.00		
Speaker Transportation:			\$ 150.00		
Entertainment & Decor					
Music			\$ 2,500.00		
Audio Visual/slide show			\$ 350.00		
Flowers			\$ 500.00		
Favors			\$ 250.00		
Speaker Gift			\$ 100.00		
Past President's Pins			\$ 250.00		
Cubassa Award			\$ 100.00		
Trophies			\$ 300.00		
Photographer Videographer			\$ 500.00		
Sponsorship Package					
Sponsorship Folders/Materials			\$ 100.00		
Post Event Thank You Letter			\$ 150.00		In kind
Sponsor Boards			\$ 200.00		Maybe in kind
Marketing & PR					
Graphic Design			\$ 400.00		
Posters (500)			\$ 400.00		12x18 Full Color Glossy
Invites			\$ 500.00		
Press Release			\$ -		In kind
E-Flier (CC)			\$ -		In kind
Programs			\$ 250.00		
THH Calendar			\$ -		In kind
Update Website			\$ -		In kind
Update Facebook			\$ -		
Scholarship Check Boards			\$ 100.00		
Other					
Misc Supplies			\$ 500.00		
TOTAL:			\$ 18,450.00		

SPONSORSHIP TRACKER

Sponsor	Sponsor Contact Name	Email	Number	2014	2015	2016	2017
Advanced Imaging	Sherry Hendersen				\$ 500.00		
Barbas, Nunez, Sanders	Steve Barbas				\$ 1,000.00		
Barr Forman, LLP	Bill Schifino				\$ 1,000.00		
Capaz Law Firm, P.A.	Derek Capaz				\$ 1,000.00		
Cortes Hodz Family Law	Vivian Cortes				\$ 500.00		
de Beaubien, Knight, Sim	Bari Valdes				\$ 1,000.00		
GEBEA	Femtrise Driskell				\$ 1,000.00		
Givens Givens Sparks	Stan Givens				\$ 500.00		
HCBFA	John Kynes				\$ 1,000.00		
Hess Spinal & Medical Ce	Carmen Gordon				\$ 1,000.00		
Iurato Law Firm	Jenay Iurato				\$ 3,000.00		
Law Offices of Hernandez	Yahima Hernandez				\$ 500.00		
Morgan & Morgan	Ivon Voronec				\$ 500.00		
Ogden & Sullivan, P.A.	Luis Viera				\$ 1,000.00		
Oliveros Law	Andres Oliveros				\$ 3,000.00		
Platinum Bank	Richard Cobb				\$ 1,000.00		
Sabadell Bank	Ricardo				\$ 500.00		
Shumaker, Loop & Kendrick, LLP					\$ 1,000.00		
Shumaker, Loop & Kendrick	ask Maria Ramos				\$ 500.00		
Stetson University College	Dean of Stetson				\$ 1,000.00		
Travelers Insurance Comp	Rene Hernandez				\$ 1,000.00		
Trenam Law	Rick Fuyo				\$ 1,000.00		
Univision Tampa Bay	Ronnie Kustin				\$ 500.00		
Valkenburg & Velez, PA	Jason Valkenburg				\$ 500.00		
Wenzel Fenton Cabassa	Tony Cabassa				\$ 3,000.00		
				TOTAL	\$ 26,500.00		

PROFIT & LOSS TRACKER