

Gala Dinner Example:

Let's say your chapter is planning a gala dinner with a DJ for entertainment along with door prizes and a silent auction. Most likely the hall or club will offer catering services for the dinner. Ask their management what they normally charge per plate and drinks. If the venue is separate from catering, then ask management what they normally charge for admission. You are charging \$125 per person or \$500 for a table that seats four.

You are planning on a crowd size of 100 people.

The silent auction should not be included in estimator since there will be an additional variable cost to the participant if the bid is won.

Gala Dinner Estimator: TABLE

Dinner Ticket Fee:	\$	500.00
Dinner plate \$20 TIMES FOUR PLATES	\$	80.00
Drink Tickets Included FOUR TIMES \$10	\$	40.00
Venue Admission if applicable	\$	-
Door Prize Value if applicable \$10 TIMES FOUR GUESTS	\$	40.00
Entertainment:		
Band/DJ - THE DJ'S NORMAL RATE IS \$500 FOR THIS SIZE CROWD. \$500 DIVIDED BY 100 TIMES FOUR.	\$	20.00
	\$	-
	\$	-
Total Good Faith Estimate	\$	180.00
Difference: If positive, this amount is the donation value.	\$	320.00
If negative, state the fee does not have any donation value.		

Gala Dinner Estimator: SINGLE

Dinner Ticket Fee:	\$	125.00
Dinner plate \$20	\$	20.00
Drink Tickets Included \$10	\$	10.00
Venue Admission if applicable	\$	-
Door Prize Value if applicable \$10	\$	10.00
Entertainment:		
Band/DJ - THE DJ'S NORMAL RATE IS \$500 FOR THIS SIZE CROWD. \$500 DIVIDED BY 100.	\$	5.00
	\$	-
	\$	-
Total Good Faith Estimate	\$	45.00
Difference: If positive, this amount is the donation value.	\$	80.00
If negative, state the fee does not have any donation value.		

If using the fundraising receipt at check-in, it would look like this:



FUNDRAISER RECEIPT

Name of Event: 202X ANNUAL GALA DINNER

Name of Donor: Table Payor or Single Payor

Amount Paid: \$500 or \$125

Cost of services provided: \$180 or \$45

Write off Amount: \$320 or \$80

Our legal name is USA Homeownership Foundation, Inc. Our 501.c3 tax-exempt federal ID number is 45-2458485.

If using the cash donation acknowledgement letter, it would look like this:



**“Making the American dream a
reality for those who have served us.”**

March XX, 202X,

Table|Payor/Single Payor

RE: VAREP Donation Acknowledgement

Dear Mr./Ms. [LAST NAME],

Thank you for your generous donation of \$500.00 or \$125.00 to the USA Homeownership Foundation, Inc. DBA Veterans Association of Real Estate Professionals (VAREP). Goods and/or services provided in exchange for your donations were valued at \$180.00 or \$45.00.

Established in 2011, the USA Homeownership Foundation, Inc. DBA Veterans Association of Real Estate Professionals (VAREP), is a non-profit 501(c)(3) organization dedicated to increasing sustainable homeownership, financial-literacy education, VA loan awareness, and economic opportunity for the active-military and veteran communities.

Your donation to the VAREP [INSERT CHAPTER] Chapter will help develop programs to educate veteran families about the benefits of homeownership.

Our tax-exempt federal ID number is 45-2458485. Please consult with a tax professional on the deductibility of your contribution.

Best Regards,

Son Nguyen
Founder & President

If your sponsors get a table included with their \$5000 sponsorship, their invoice will look like this where we break out the cost of the table and disclose the estimate of good & services at the bottom:

INVOICE



VAREP
VETERANS ASSOCIATION OF
REAL ESTATE PROFESSIONALS

Date: January 26, 2021
Invoice # 21-GALA

USA Homeownership Foundation, Inc.
DBA Veterans Association of Real Estate Professionals (VAREP)
495 E. Rincon St., Suite 110
Corona, CA 92879
951-444-7359
snguyen@varep.net

TO Table Sponsor

SALESPERSON	SPONSORSHIP LEVEL	PAYMENT TERMS	DUE DATE
		Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	VAREP Chapter-Gala Table Sponsor	\$4,500.00	\$4,500.00
1	Gala Table Reservation*	\$500.00	\$500.00

*The reservation stated represents a good faith estimate of goods and services valued at \$180.00 for the event.

SUBTOTAL	\$5,000.00
SALES TAX	N/A
TOTAL	\$5,000.00

Make all checks payable to: Veterans Association of Real Estate Professionals

Thank you for your support!