

# Event Planner

Event	Cinco de Mayo 2023		
Planner	Judith Silva/Stephen Trigo/Veronica Trigo/Olga Rodriguez		
Place	Roptary Pavillion, 1700 5th Avenue North, Texas City, TX 77590		
Hours	7:30am - 7:00 pm	Date & Time of Event	Saturday, 4/29/22 11:00am-6:00pm
ADDITIONAL INFO			

## Agenda

TIME	TOPIC	PRESENTER
12:15	Prayer	Joseph Rivera
12:30	Proclamation	Mayor of Texas City-Dedrick D. Johnson, Sr
12:45	Texas City Band - Mariachis	DJ "El Vaquero"
1:15	Mixteca Ballad Folklorico Dancers	"
2:00 -5:00	Puro Zarpaso	"
12:30 - 6:00	DJ "El Vaquero" (Intermittent)	"

## Event Checklist

CHECKLIST ITEMS	
<input checked="" type="checkbox"/>	Venue Availability
<input checked="" type="checkbox"/>	Venue Rental Fee
<input type="checkbox"/>	Early Access Policy
<input type="checkbox"/>	Communication with Speakers
<input type="checkbox"/>	Survey your attendees
<input type="checkbox"/>	Recap with Sponsors
<input type="checkbox"/>	Person leading Prayer - Opening Ceremony
<input type="checkbox"/>	Health District - Food Vendor Permits
<input type="checkbox"/>	City of Texas City Recreation
<input type="checkbox"/>	Social Media
<input type="checkbox"/>	Vendors

## Event Categories

CATEGORY	TYPE	ASSIGNED TO	SUB-TOTALS
Site	Expense	Judith Silva	\$0.00
Refreshments	Expense	Judith Silva & Stephen Trigo	\$566.79
Decorations	Expense	Olga Rodriguez	\$141.00
Program	Expense	Judith Silva & Stephen Trigo	\$2,900.00
Publicity	Expense	City of TC & Stephen Trigo	\$0.00
Prizes	Expense	N/A	\$0.00
Toys/Rental	Expense	Judith Silva/VeronicaTrigo	\$502.69
Toys	Income	Stephen & Veronica Trigo/Judith Silva	\$5.00
50/50 pot	Income	Josie Soto	\$50.00
Exhibitors/vendors	Income	Judith Silva/Stephen Trigo/Olga Rodrigu	\$399.30
Beer and Refreshments	Income	Judith/Susie/Frances/Jennifer/Voluntee	\$151.00

## Key Contacts

NAME	PHONE #	EMAIL	WEBSITE
Nicole Best, Superinten	409/502-1776	<a href="mailto:nbest@texascitytx.gov">nbest@texascitytx.gov</a>	409/643-5993
Amanda Gracia, Reserv	409/643-5991	<a href="mailto:agracia@texascitytx.gov">agracia@texascitytx.gov</a>	
Dennis Harris, Director, Marathon	409/949-3030	<a href="mailto:djharris@texascitytx.gov">djharris@texascitytx.gov</a>	

NAME	PHONE #	EMAIL	WEBSITE
Ramiro Horses			
DJ Vaquero			Facebook
Folklorico Dancers	409/945-7625		Facebook
TCHS Mariachis			
Puro Zarpazo			Facebook
Del Papa Distributin	888/433-5727		
Susan Chapa, Mayo	409/643-5902		
Health District			

	ESTIMATED	ACTUAL
<b>Total Income</b>	<b>\$2,800.00</b>	<b>\$4,786.30</b>

Donations	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
	0	1	\$0.00	\$2,500.00
Cultural Arts Grant	0	1	\$0.00	\$1,211.00
Donations	0	0	\$0.00	\$0.00
Other @	0	0	\$0.00	\$0.00
			\$0.00	\$3,711.00

Raffles	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
	20	128	\$100.00	\$640.00
Basket	0	1	\$0.00	-\$220.00
Reimbursement	20	10	\$100.00	\$50.00
50/50 pot			\$200.00	\$470.00

Exhibitors/vendors	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
	25	9	\$0.00	\$0.00
0.00		1.00	\$1,000.00	\$360.00
			\$0.00	\$39.30
			\$1,000.00	\$399.30

Sale of items	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
	50	3	\$100.00	\$6.00
300		39	\$1,500.00	\$195.00
0		1	\$0.00	\$0.00
0		1	\$0.00	\$5.00
			\$1,600.00	\$206.00

	ESTIMATED	ACTUAL
<b>Total Income</b>	<b>\$2,800.00</b>	<b>\$4,786.30</b>

	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
<b>Donations</b>				
	0	1	\$0.00	\$2,500.00
Cultural Arts Grant	0	1	\$0.00	\$1,211.00
Donations	0	0	\$0.00	\$0.00
Other @ \$0.00			\$0.00	\$3,711.00

	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
<b>Raffles</b>				
	20	128	\$100.00	\$640.00
Basket \$5.00	0	1	\$0.00	-\$220.00
Reimbursement	20	10	\$100.00	\$50.00
50/50 pot \$5.00			\$200.00	\$470.00

	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
<b>Exhibitors/vendors</b>				
	25	9	\$0.00	\$0.00
Large booths @	0.00	1.00	\$1,000.00	\$360.00
Med. booths @ \$40.00			\$0.00	\$39.30
@ \$39.30			\$1,000.00	\$399.30

	ESTIMATED	ACTUAL	ESTIMATED	ACTUAL
<b>Sale of items</b>				
	50	3	\$100.00	\$6.00
Water & drinks items @ \$2.00	300	39	\$1,500.00	\$195.00
Beer items @ \$5.00	0	1	\$0.00	\$0.00
Starting Cash @ \$0.00	0	1	\$0.00	\$5.00
Toys \$5.00			\$1,600.00	\$206.00