

## USA SWIMMING EVENT FINANCIAL REPORT

EVENT: \_\_\_\_\_

SITE: \_\_\_\_\_

DATE: \_\_\_\_\_ PERSON COMPLETING FORM \_\_\_\_\_

EXPENSES		REVENUES	
1. Rental Facilities	_____	1. Ticket Sales	_____
2. Equipment Rental	_____	2. Entry Fees	_____
3. Temporary Help	_____	3. Sponsorship /	
4. Printing	_____	Advertising Sales	_____
5. Awards	_____	4. Program Sales and	
6. Promotion / Publicity	_____	5. Heat Sheets/Results Sales	_____
7. Hospitality	_____	6. Merchandise Sales	_____
8. Postage / Shipping	_____	7. Concessions Sales	_____
9. Supplies	_____	8. Hotel Rebates	_____
10. Photography	_____	9. Contributions / VIK	_____
11. Uniforming	_____	10. USA Swimming Rights Fees	_____
12. Travel / Lodging	_____	11. Other (Please List)	_____
13. Fees to LSC	_____		_____
14. Other (Please List)	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

TOTAL EXPENSES    \$ \_\_\_\_\_                      TOTAL REVENUE                      \_\_\_\_\_

TOTAL EXPENSES                      \_\_\_\_\_

**NET PROFIT (LOSS)    \$ \_\_\_\_\_**

**USA SWIMMING**  
**EVENT FINANCIAL REPORT**  
**MISC INFO**

**Participants** ( List Actual Numbers )

Male Athletes \_\_\_\_\_  
Female Athletes \_\_\_\_\_  
Total # of Swimmers \_\_\_\_\_  
Total # of Individual Entries \_\_\_\_\_  
Total # of Relay Entries \_\_\_\_\_  
Coaches \_\_\_\_\_  
Total # of Clubs \_\_\_\_\_  
Total # of Volunteers \_\_\_\_\_

**Apparel**

Short Sleeve T-Shirts \_\_\_\_\_  
Long Sleeve T-Shirts \_\_\_\_\_  
Tank T-Shirts \_\_\_\_\_  
Sweatshirts \_\_\_\_\_  
Other Apparel \_\_\_\_\_

**Tickets** (# Sold & Price)

All-Session \_\_\_\_\_  
Daily \_\_\_\_\_  
Prelims \_\_\_\_\_  
Finals \_\_\_\_\_

**Hotels**

Total # of Rooms Blocked \_\_\_\_\_  
Total # of Rooms Utilized \_\_\_\_\_

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**Entry Fees:**

Each Individual Event \_\_\_\_\_

Each Relay \_\_\_\_\_

Individual Swimmer Surcharge \_\_\_\_\_

**Ticket Information:**

Single Finals Ticket \_\_\_\_\_

All Session Ticket \_\_\_\_\_

Cost of Meet Program \_\_\_\_\_

Cost of Heat Sheet \_\_\_\_\_

**Miscellaneous:**

Hotel Rebates (per room night) \_\_\_\_\_

Parking Charges (per vehicle)  
    only if you receive income  
    from parking \_\_\_\_\_

Number of Places Awarded \_\_\_\_\_

**USA SWIMMING**  
**EVENT FINANCIAL REPORT**  
**ECONOMIC IMPACT**

**Hotel Revenues**

To determine the average amount spent at the event for accommodations, use the following formula:

*Total Hotel Income = # Swimmers + # Coaches + # Officials ÷ average # of people per room (2.5) x length of event in days (including warm-ups) x average cost per room*

**Rental Car Revenue**

The average daily rate for a rental car/van is \$60. Most clubs rent one van or two cars. Based on these assumptions this is the formula for car rental income:

**Total Rental Car Income**

*# clubs x # cars(1.5) x daily rate(\$60) x length of event in days (including warm-ups)*

**Food/Miscellaneous Revenue**

Typical costs for food average \$45 per day.

**Total Restaurant/Misc. Income**

*# Swimmers + # Coaches + # Officials x \$ 45/day x length of event in days (including warm-ups)*

**Summary:**

**Economic Impact** = total hotel income + total rental car income + total restaurant/misc. income

These figures exclude the impact of spectators coming to the event. The figures also exclude any airport tax or landing fees paid to the city, or special events coordinated, or held in conjunction, with the meet.

Total Hotel Income	_____
Total Rental Car Income	_____
Total Restaurant / Misc Income	_____
<b>TOTAL ECONOMIC IMPACT</b>	_____

Please return all four pages of this completed financial report along with any supporting documentation to: SZ Secretary/Treasurer, [herb.schwab@gmail.com](mailto:herb.schwab@gmail.com) and to:

USA Swimming  
National Events Department  
1 Olympic Plaza  
Colorado Springs, CO 80909