

EVENT REPORT

Projected Actual

Date:	Function:	Chair:
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Revenue	Gate	\$	
	Ticket Sales	\$	
	Food Sales	\$	
	Bar Sales	\$	
	Sponsorships	\$	
	-	\$	
	-	\$	
	-	\$	
	TOTAL REVENUE		\$

Expenses	Room	\$	
	Licences	\$	
	Food Supplies	\$	
	Bar Supplies	\$	
	Advertising	\$	
	-	\$	
	-	\$	
	-	\$	
	TOTAL EXPENSES		\$
	PROFIT/LOSS		\$

Successes:

Recommendations:

Give copy to Treasurer, Secretary, Committee Files. Include a listing of any supplies that will be returned to club inventory, and an attendance sheet for the event.