

Event Report

COMMITTEE:

CHAIR:

DATE:

BUDGET:

PROFIT/LOSS:

Vendors Used:

Budget Details:

Planning Details:

Advice for Next Year:

Other Information:

Income: \$ _____

Expenses: \$ _____

*Attach copies of flyers, ads in the Newsletter or Website, receipts
and contact information for vendor/suppliers.
Turn in the event folder after all information has been collected. Thank you!*