



EVENT INFORMATION AND/OR FINANCE REPORT

Event Name:			
Event Day:		Event Date:	
# of Participants:		# of No-Shows	
Event Manager/s:			
Contact Phone:			
Description of how the event went (good points and what you might do differently):			
Would you run this event again in the future?			
Amount Collected:	\$		
Expense-Food:	\$		
Expense-Fees:	\$		
Expense-Other:	\$		
Total Expenses:	\$		
Net Gain/Loss:	\$		
Reimbursement Requested:	\$		