

# EVENT SUMMARY REPORT

Name of Event: \_\_\_\_\_

Day/Date: \_\_\_\_\_ Time: \_\_\_\_\_

Chairperson: \_\_\_\_\_

Co-Chairperson (if any): \_\_\_\_\_

Ticket price: \_\_\_\_\_

Event budget: \_\_\_\_\_

Timelines: Set meeting dates.

Start Planning event by \_\_\_\_\_

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Committees: (Include number of volunteers needed per committee, committee expenses etc.)

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Food & Beverage: (Include helpful comments like menu, where supplies were purchased, donations, who prepared the food etc.)

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Entertainment/Other Activities:

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Decorations/Set-up: (Include theme, what decorations used, where decorations are stored, if any, where decorations are purchased etc.)

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Advertisement/Promotion: (attach sample flyers and ticket order forms in family envelopes)

Income:

# of tickets sold \_\_\_\_\_

Gross income \$ \_\_\_\_\_

Expenses:

Item Description	Amount	Comments
Food		
Decorations		
Arts/Crafts		
Pictures		
Supplies		

Total... \_\_\_\_\_

NET PROFIT: \_\_\_\_\_

Recommendations for next year's committee: (what worked and what did not work)

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