

Special Events Report

Theme: _____ Date: _____

Committee Host: _____

Attended: _____ @ \$_____pp \$: _____

Other income: +\$: _____

Total income: \$: _____

Expenses: -\$: _____

Advance: -\$: _____

Total donation or (loss reported) to Recreation: \$: _____

Notes:

- Complete the event report and include all receipts
- Give summary of profit to recreation committee on the Tuesday following the event
- Provide as much information on the back of your report for the next host. Include information such as:
 - ✓ where main dish was purchased
 - ✓ provide contact name and telephone number
 - ✓ Rate supplier (would you use them again)