Please return to Financial Secretary along with copies of cash/check breakdown sheet. THANK YOU Event Name Event Date: Chairperson(s): Place Who provided food? (check one) Members Catered Cost of food: List other Expense Information Amount Income Number in Attendance: Number of Paid Attendance Number of Guests: Price Charged Per person: Other Income Total Income: Was the event a Success? If you were to run this event again, what would you keep? What would you change?

Please list any additional comments