



Council #3162 Event Report

TITLE OF EVENT: _____

DATE(S) OF EVENT: _____

PURPOSE OF EVENT:

OF PARTICIPANTS:

LOCATION OF EVENT:

GROSS RECEIPTS:

QTY	CASH	CHECKS	TOTAL
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PRE-SOLD TICKETS:

DOOR SALES:

RAFFLES:

50/50 SALES:

BEVERAGE SALES:

OTHER: _____ X

TOTAL RECEIPTS :

ITEMIZED COSTS FOR EVENT

	QTY	SOURCE	AMOUNT
FOOD			
BEVERAGES			
PAPER PRODUCT			
TABLE COVERS			
ENTERTAINMENT			
MISCELLANEOUS			

TOTAL EXPENSES :

AMOUNT TO FINANCIAL SECRETARY :

TOTAL Proceeds:

Proceeds Distribution:

RECOMMENDED LESSONS LEARNED:

Trustee _____ Date _____

Trustee _____ Date _____