

Event Recap Sheet

Event Date:

Event Name:

Expected number of Attendees:

Actual Number:

(If event was done last year insert year here.) Actual Number:

Event Budget:

Account Receivable:

Account Payable:

Profit/(Loss) for Event:

Allocated to Budget:

ADVERTMT/Promos; (Example of Account to allocated funds to, this section could have a list of accounts.)

Fundraising;

Actual Event Description:

This section should have a narrative of the event. Use your Event Program Sheets to help with this.

Items to Raise Money:

If you have retail items to help raise money or raffle items as well as receiving a commission it should be TRACKED AND DOCUMENTED.

Marketing Efforts:

List all your advertising here.

Things to do differently:

This section should have a narrative of what can be done differently if need be. Also, report your new idea's that have been