

Name of Event

Dates of Event

Report of how the event went and what took place.

(Summarization must include the following)

- Summarize what the event was about
 - Location of the event
 - Dates of the event
- Participation numbers and locations
- Hotel stays & room nights at each hotel

Total Overall Budget

Income/Contributions

Sponsorships

Company	Amount \$
Company	Amount &
Total Sponsorships	Total Sponsorship Amount \$

Sales/Entry Fees

Ticket Sales/Entry Fees	Amount \$
Vendors	Amount \$
Concession Stand Sales	Amount \$
Total Sales/Entry Fees	Total Sales/Entry Fees \$

Total Revenues

Amount \$

Expenses

Advertising

Company Name	Cost \$
Company Name	Cost \$
Company Name	Cost \$
Company Name	Cost \$
Total Advertising	Total Advertising Cost \$

Entertainment

Company Name	Cost \$
Company Name	Cost \$
Company Name	Cost \$

Company Name	Cost \$
Total Entertainment	Total Entertainment Cost \$

Supplies

Company Name	Cost \$
Company Name	Cost \$
Company Name	Cost \$
Company Name	Cost \$
Total Supplies	Total Supplies \$

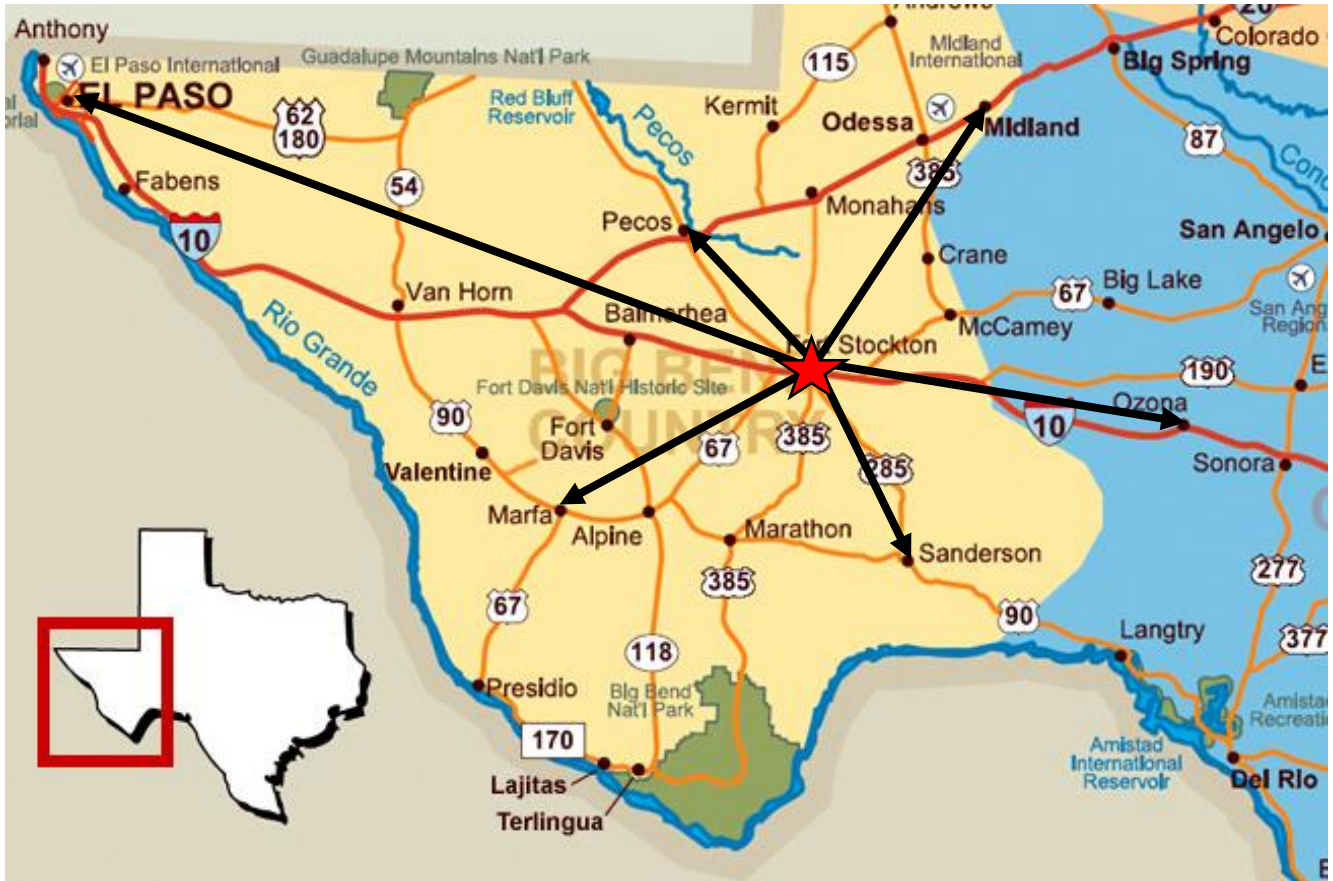
Total Expenses

Profit/Loss

Total Expenses \$

\$(Total Income – Expenses)

Map of participants



Hotel Verification

Name of Guest: _____

Zip Code: _____

Hotel Name: _____

Room Nights: _____

How many rooms: _____