

Combined Budget and **Final** Event Report



Event: _____

Event Date: _____

Event Leader: _____

Phone #: _____

Co-Event Leader: _____

Phone #: _____

Total # who participated (include Event Leaders):

Members	Nonmembers
<input type="text"/>	<input type="text"/>

that cancelled: _____

left on waiting list: _____

Income

Budget	Source of income	Date	Actual Amount

Total Income

Expenses

Budget	List whom check was to and for what	Date	Actual Amount
	(include \$1 per member as expense)		

Total Expenses

Difference Between Income and Expenses

1. Describe the planning steps. Include vendors and personnel utilized with their contact information (such as phone #s, e-mail addresses), and any additional information for the next leaders to be successful with the event. (Staple Life articles to the back of the form.)

2. Any suggestions to improve this event? Could we have spent more (or less)?

4. Whom would you recommend as a leader for this event in the future?

5. Comments on:

area _____

lodging _____

transportation _____

restaurant _____

any additional comments _____

Submit two copies to the trip Director within 5 days after the event.

Thank you for contributing your time and effort to Vagabonds!

I/we submitted all money collected for this event using Money Transmittals, and

I/we submitted Check Requests for all expenses paid for this event as listed.

Event Leader's signature and date

Co-Event Leader's signature and date

Director's signature

Date submitted to treasurer

revised 4/3/10