

FINANCIAL SUMMARY FORM

Event Name:

Event Lead Name:

Event Date:

Event Location:

Revenue

Ticket Sales/Registration Fee:	\$
Individual Fundraising:	\$
Silent Auction:	\$
Live Auction:	\$
Underwriting and contracts:	\$
Other (please explain):	

Event Revenue Total (cash, check & c/c): \$

Expenses

Venue:	\$
Catering:	\$
Alcohol:	\$
Audio/Visual:	\$
Décor:	\$
Supplies:	\$
Staff:	\$
Auctioneer:	\$
Insurance:	\$
Advertising/Marketing:	\$
Additional Rentals (i.e.: van):	\$
Additional Equipment (i.e.: tents, tables chairs):	\$
Other (please explain):	\$

Event Expense Total: \$
