

# CYC

## Post Party/Event Report

\*Attach additional documentation as necessary

Event Date: \_\_\_\_\_ Event Theme: \_\_\_\_\_

Event Location: \_\_\_\_\_

Committee Members: \_\_\_\_\_

Total Number Attended: \_\_\_\_\_ Members: \_\_\_\_\_ Non-Members: \_\_\_\_\_

Event ticket price per attendee: \_\_\_\_\_ Total Collected: \_\_\_\_\_

Restaurant or Caterer: \_\_\_\_\_

Cost: \_\_\_\_\_

List supplies ordered and used/Food, Refreshments, Decorations, Games, Equipment, prizes and/or Giveaways

Cost: \_\_\_\_\_

Any Entertainments:

Cost: \_\_\_\_\_

Event Cost Total (excluding entertainment): \_\_\_\_\_

50/50 amount to be deposited to "Events" in General Fund: \_\_\_\_\_

Special Guests and/or Acknowledgements:

Brief Party/Event Evaluation by the Event Chair and Committee (improvements, successes, difficulties):

This report must be submitted to the Social Chairperson within 2 weeks of your party/event. Submit all expenditure receipts to the Club Treasurer for reimbursement.