



Club/Organization Name(s): _____

Event Name & Description:

Ex. I-Fest—an international film festival

Date(s) and Time(s) of Event: _____

Location: _____

Cost of Pre-Sale Tickets: _____

Cost of @ the door tickets: _____

Please detail the nature of entertainment at this event and the cost thereof.

Ex. Leo J. Polk Jazz Band, 7pm-9pm, \$1500

Total food cost: _____

Ex. Pizza, brownies and sodas and bottled water for 60 people, \$150.32

Profits from ticket sales: Presale: _____ @ door: _____

In what ways was this event successful?

Ex. Attendance was higher than we anticipated. OR We overshot the food estimate.

In what ways can this event be improved?

Ex. Event should be in larger location (i.e. Scanlan instead of Old Bookstore).
