

SCA Event Summary

Complete and make 2 copies. (1) EVENT BINDER (2) SUBMIT to respective Treasurer



A. General Information

Committee Chair (s):

Event:

Date:

Time:

Location:

Copy of Facility Contract

B. Admission

Number in Attendance:

Number of Complementary Guests:

Number of Tickets Sold: \$

Price per Ticket: \$

Revenue from Ticket Sales: \$

C. Raffles

(Attach list of Raffle Prizes Specify: *Item, Donated/Purchased, Donor/Vendor Name, Date, Value*)

Number of Raffle Prizes:

Price per Raffle Ticket: \$

Price per Raffle Package: \$

Total raffle ticket Revenue: \$

Profit from Raffle Sales: \$

Total Raffle Prize Expenses: \$

D. Silent Auction

(Attach list of Silent Auction Prizes Specify: *Item, Donated/Purchased, Donor/Vendor Name, Date, Value*)

Number of Silent Auction Baskets/Prizes:

Total Silent Auction Revenue: \$

Profit from Silent Auction: \$

Total Silent Action Expenses: \$

E. Cash Donations (Please track separately all donations over \$250.)

Cash Deposited:

Cash Withheld:

Cash Donation Total: \$

How was cash used?

F. Journal

Price per Ad: \$

Cost of Printing: \$

Total Journal Revenue: \$

Cost of Mailing: \$

Profit from Journal: \$

Total Journal Expense: \$

G. Goods & Services

Were goods/services donated?: (ex. printing, graphic design, consulting) Yes* No

*If yes, please attach a list specify: *Goods/Services Donated, Donor, Date, Value*

H. General Expenses

Printing: \$

Tips: \$

Flyer / Advertisement: \$

Contracts (DJ, Etc.): \$

Decorations: \$

Mailing: \$

Miscellaneous: \$

Program: \$

Total General Expenses: \$

I. Profit/Loss

Total Revenue: \$

Total Event Profit: \$

Total Expenses: \$

J. Remaining Inventory *SCA Exec. Board votes on dissemination of event inventory (decorations, etc.)

(Attach list of any "valuable" inventory remaining specify: *Item, Location, Value*)

Event Co-Chair

Date

Event Co Chair

Date