



Wrap-up Sheet for The Villages Parrot Heads Club

This must be completed within 2 weeks after event

Activities/Events

Event: _____

Date: _____

Chair: _____

Phone: _____

Place of Event: _____

Time: _____

Income:

Number of tickets sold: _____

Ticket price _____ + Ticketleap charge per ticket _____

= Income per ticket: _____

Other Income (list): _____

Total Income: _____

Expenses:

Room Rental: _____

Bus Cost: _____ Driver's Tip: _____

Food Total: _____ [Gratuity _____]

Drinks Total: _____ [Gratuity _____]

Decoration: _____

Entertainment: _____

Other (list): _____

Total Expenses: _____

Total Loss / Gain for Club: _____

Original Amount requested from club: _____

Signature of Activity/Event Chair: _____

Attach all receipts for incurred expenses. Inventory all unused items (napkins, plates, decorations etc.) and give the report and items to the EXCOMM member in charge of your event. List all member volunteers along with the number of days/hours worked on a separate sheet of paper and attach to this report. Email this list to the Volunteer Trustee no later than 30 days following the event. List all receipts paid for by The Club prior to the event