



## 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: \_\_\_\_\_ [Gratuities \_\_\_\_\_]

Drinks Total: \_\_\_\_\_ [Gratuities \_\_\_\_\_]

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