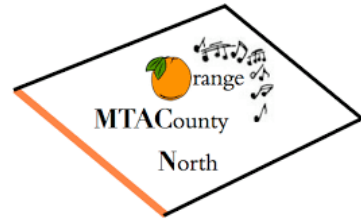


# Event Summary Form



Event Name: \_\_\_\_\_

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

Event Chair: \_\_\_\_\_

Event Co-Chair: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Audience: \_\_\_\_\_ MTAC Staff: \_\_\_\_\_ Evaluators: \_\_\_\_\_

Mission of Event: \_\_\_\_\_

Income:	Registration	\$ _____
	Ticket Sales	\$ _____
	Donations	\$ _____
	<b>Total Income:</b>	<b>\$\$ _____</b>

Expenses:	Venue	\$ _____
	Evaluator/Presenter	\$ _____
	Stationary (Tickets/ Programs)	\$ _____
	Hospitality	\$ _____
	Other	\$ _____
	<b>Total Expenses:</b>	<b>\$\$ _____</b>

Event Profit/Loss (Total Income – Total Expenses): **\$\$** \_\_\_\_\_

\*Note other expenses here: \_\_\_\_\_

In-kind donations (value of goods or facilities donated if we had to purchase them outright):

\_\_\_\_\_

\_\_\_\_\_  
Signature of Chairperson, Date

Four copies:

1. Event folder for future chairperson
2. Treasurer
3. Recording Secretary
4. President