

REPORT OF SPECIAL EVENT

Point Pleasant Lodge # 1698 TO BE COMPLETED BY CHAIRMAN AND TURNED IN WITHIN TWO WEEKS.

1. Event _____ Date: _____ Hours: From _____ To _____
2. Lodge Event? _____ Benefit of _____ Catered Event _____
3. Chairman: _____ Facilities Used: _____
4. Name of Band: _____ Other Entertainment: _____
5. Open Bar? Yes _____ No _____ Raffle? Yes _____ No _____ Raffle Prizes: _____
6. Attendance limited to Elks & Guests? Yes _____ No _____ No. Who Attended: _____

INCOME

7. No. Of Tickets Sold _____ @ \$ _____ Per Ticket \$ _____
8. No. Raffle Tickets Sold _____ @ \$ _____ Per Ticket \$ _____
9. Payment Collected for Catered Event (\$ _____ Per Person) \$ _____
10. Other Income \$ _____
11. Other Income \$ _____
12. **TOTAL INCOME** \$ _____

EXPENSES

- | | <u>From Club Supplies</u> | <u>Purchased</u> |
|---|---------------------------|------------------|
| 13. Band \$ _____ Other Entertainment \$ _____ | | \$ _____ |
| 14. Raffle License \$ _____ Prizes \$ _____ | | \$ _____ |
| 15. Food (Including Coffee, Tea, etc.) | \$ _____ | \$ _____ |
| 16. Liquor: \$ _____ Beer: \$ _____ Soda \$ _____ | \$ _____ | \$ _____ |
| 17. Paper and Plastic Supplies | \$ _____ | \$ _____ |
| 18. Other (List) | \$ _____ | \$ _____ |
| 19. | \$ _____ | \$ _____ |
| 20. TOTALS | \$ _____ | \$ _____ |
| 21. TOTAL EXPENSES | | \$ _____ |

22. **PROFIT** (Total Income Less Total Expenses) \$ _____

Distribution: Original to Lodge Secretary
Copy for Committee File

Signature _____ Date: _____