

REPORT OF LODGE AND SPECIAL EVENTS

Point Pleasant Lodge # 1698 TO BE COMPLETED BY CHAIRMAN AND TURNED IN WITHIN FOUR 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: _____
7. Charitable Events - Total Volunteer Hours Accrued _____

INCOME

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

EXPENSES

- | | <u>From Club Supplies</u> | <u>Purchased</u> |
|--|---------------------------|------------------|
| 14. Band \$ _____ Other Entertainment \$ _____ | | \$ _____ |
| 15. Raffle License \$ _____ Prizes \$ _____ | | \$ _____ |
| 16. Food (Including Coffee, Tea, etc.) | \$ _____ | \$ _____ |
| 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
 Copy to Trustees

Signature _____ Date: _____

Bar Income and Expenses are not to be listed.