

EVENT EVALUATION

Club: _____

Event / Activity: _____

Location: _____

Date: _____

Attendees: _____ Ticket Price: _____

Brief Summary (Incl. entertainment, venue, transport etc)

Things that worked out and why

Things that didn't work out and why? What should be done differently?

Suppliers used

(Please state under 'comments' whether you were happy with their product and service)

Supplier	Product / Service Supplied	Comments

Sponsors

Sponsor	Amount of sponsorship	Comments

Financial Evaluation (Did your actual budget differ from your estimation?)

	BUDGETED	ACTUAL		BUDGETED	ACTUAL
INCOME (\$)			EXPENSES (\$)		
Sponsorship			Advertising (incl. printing & photocopying)		
Fundraising			Entertainment (Band / DJ)		
Ticket Sales			Venue Hire		
Food Sales			Transport / Accommodation		
Drink Sale			Outside staff (Security, Cleaning, First Aid etc)		
Merchandise			Stationary		
Other			Postage		
			Food		
			Drinks		
			License		
			Other		
Total Income (\$)			Total Expenses (\$)		
Profit/Loss (\$)					