

F.E.E.T. Sheet

Final End of Event Tally Sheet

This is important for us to track budget and use recommendations for next year!! Thank you!!

Basic Information

Name of Event	
Event Date	
Event Location	
Names of Chairs	
# Volunteers	
# Participants	_____ Students _____ Family members/guests _____ Faculty/staff

Brook Forest
 Butler JH
 All District 53
 Other _____

Describe the event and goals:

Detailed Line Items for Budget

Donations/Sponsors/Raffles/Ticket sales (tally in separate table)

Item Name	Income (+)	Expense (-)	Notes
TOTALS:			

Budget Summary

	Projected/Planned <small>(expected loss/expected raised amount)</small>	Actual/Final
Income (donations/sponsors)	+	+
Expenses	(-)	(-)
TOTAL (+) or (-) BALANCE		

Amount of Start Up Cash: \$

Items/Tickets Sold

Item Description	Type (i.e. ticket/raffle/food/toy)	Price/Range	Number Sold

Detailed Line Items for Budget

Item Name	Income (+)	Expense (-)	Notes

Vendor List

Vendor Name	Service/Items Provided	Recommend? Yes or No	Notes

Recommendations for Next Year

Basics

#Co-Chairs Needed:

Start-Up Cash Needed: \$

Volunteers Needed:

Recommended Date or Month:

Recommended Changes for Next Year?