

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 Key Steps Before, During or After Event:

Vendor List

Vendors Used	Service, comments, recommend?

Final Budget Summary (Itemize on Page 2)

	Projected/Planned <small>(expected loss/expected to raised)</small>	Actual
Income	+	+
Expenses	(-)	(-)
NET ACTUAL TOTAL (+) or (-) BALANCE		

Amount of Start Up Cash: \$ _____

Itemized Expenses (-)

(Venue, Food, Raffle Prizes, Decor, Prizes)

Category	Description	Expense (-)	Notes
Total:			

Itemized Income

(ticket sales, raffle ticket sales, food and drink sales, etc.)

Category (any sales)	Description	Price/Range	Number Sold	Money Raised Income (+)
Total:				

Sponsor? / Donations? Please List

Sponsor Name	Contact Info	Provided advertisement	Notes

Recommendations for Next Year

Basics

#Co-Chairs Needed:

Start-Up Cash Needed: \$

Volunteers Needed:

Recommended Date or Month:

Recommended Changes for Next Year?

Additional Information