

ADVENTURES IN LIFELONG LEARNING

Event Report

Please see Event Report Procedures for instructions

Title of event _____

Sponsoring Committee _____

Date of event _____ Date of first report _____ Date of final report _____

Brief summary of event _____

Anticipated Attendance _____ Actual Attendance _____

(below to be filled out **by event coordinator**)

(below to be filled out **by Treasurer**)

Anticipated expenses

Actual expenses

Cost charged per person _\$ _____

Actual revenue ___\$ _____

Actual gain or loss _\$ _____

Suggestions of comments on this event (to be filled out by event coordinator AFTER Treasurer fills out actuals)

Committee member filling out report _____

Please attach flyer for this event.