

**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.