

Lakewood First Lions Club Event Recap form

Prepared by Chairperson: _____

Name of Event: _____

Date of Event: _____

Location of Event: _____

Contact Name and phone # for location: _____

Benefactor of Event: _____

\$ Donated _____

What kind of publicity and where _____

Brief description of theme and menu

Ticket cost _____ Limited to _____

How many tickets sold _____ Total \$ Sold _____

Cost of food _____

Cost of liquor _____

Tips paid out _____

Cost of linens, rentals _____

Misc costs (if one item is more than \$100, please itemize this item)

