

# Wrap-up Sheet for The Villages Parrot Heads

## Activities/Events

Event: \_\_\_\_\_ Date: \_\_\_\_\_  
Chair: \_\_\_\_\_ Phone: \_\_\_\_\_  
Place of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Income:

Number and price of tickets sold \_\_\_\_\_

Other income (list) \_\_\_\_\_

**TOTAL INCOME:** \_\_\_\_\_

Expenses:

Room Rental: \_\_\_\_\_

Printing: \_\_\_\_\_

Food: \_\_\_\_\_

Decoration: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Misc. List:

**TOTAL EXPENSES:** \_\_\_\_\_

**PROFIT/ LOSS** \_\_\_\_\_

Attach all receipts for incurred expenses.

Inventory all unused items (napkins, plates, decorations etc.) and give the report and items to the EXCOMM member in charge of your event.

List all member volunteers along with the number of days /hours worked on a separate sheet of paper and attach to this report. Email this list to the Human Resource Trustee no later than 30 days following the event.

List all receipts paid for by The Club prior to the event: