



# SERVICE UNIT EVENT SUMMARY

Complete and return a copy to your Membership and Community Development Specialist (MCDS) within **1 week** after event. The original should be returned to the Event Coordinator with all event paperwork.

Event name: \_\_\_\_\_

Date: \_\_\_\_\_ Site: \_\_\_\_\_

**INCOME:**

Participant fees: \$ _____ per girl	x # girls .....	\$ _____
\$ _____ per adult	x # adults .....	\$ _____
\$ _____ per couple	x # couples .....	\$ _____

How much of this was: "Cookie Dough/Juliette Credits" \$ \_\_\_\_\_

Cash & Checks \$ \_\_\_\_\_

**Total Income** \$ \_\_\_\_\_

**EXPENSES:** (Fill in each category that applies to this event.)

Site fees .....	\$ _____
Transportation .....	\$ _____
Food .....	\$ _____
Printing .....	\$ _____
Recognitions – patches, buttons, etc. ....	\$ _____
Program (event supplies) .....	\$ _____
Decorations .....	\$ _____
Postage .....	\$ _____
Equipment purchase or rental .....	\$ _____
Other _____ .....	\$ _____
_____ .....	\$ _____
_____ .....	\$ _____

**Total Expenses**..... \$ \_\_\_\_\_

Balance from event ..... \$ \_\_\_\_\_  
(subtract total expenses from total income)

What future girl event will the balance, if any, be used for? \_\_\_\_\_

How will the deficit, if any, be paid? \_\_\_\_\_

Accidents or illnesses (submit all incident reports to your MCDS): \_\_\_\_\_

Additional comments to help plan future events: \_\_\_\_\_

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How many attended this event?

<b>GS Daisy</b>	<b>GS Brownie</b>	<b>GS Junior</b>	<b>GS Cadette</b>	<b>GS Senior</b>	<b>GS Ambassador</b>	<b>GS Adult</b>	<b>Non-member Adult</b>

Who was the event for? \_\_\_\_\_

Briefly describe the event. Attach any news articles about the event. \_\_\_\_\_

\_\_\_\_\_

Person completing this event summary: \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Total number of girls who participated in this event: \_\_\_\_\_

Names of committee members who planned and coordinated this event:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____