EVENT EVALUATION for NON CATERED EVENTS

EVENT:

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOSTS:

# ATTENDED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| ITEM | COST |
| --- | --- |
| PURCHASED FOOD |  |
| PURCHASED DRINKS |  |
| MISC (NAPKINS, CUPS, ETC) |  |
| KITCHEN STAFF |  |
| TOTAL |  |

ITEMS USED FROM THE STORAGE:

WHAT WAS VERY SUCCESSFUL?

WHAT COULD HAVE BEEN IMPROVED?

SUGGESTIONS FOR OTHER HOSTS:

SUBMITTED BY \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form can be printed and filled in by hand or make a copy of the original and type in and save.

Send complete form to Trails Club Treasurer with receipts for payment and also send a copy the Trails Club Event Co-coordinator, Molly Clopp (mollypclopp@gmail.com)