

MIT Event Summary Form

Date of Event: _____
 Event Name: _____
 MIT: _____
 MIT Leader: _____

Itemization / Description of Expenses

	\$ Amount	Store / Vendor	Item(s) Purchased
<i>Example</i>			
1	\$100.00	Wal-Mart	Drinks
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
	\$100.00		Total Expenses

Itemization / Description of Revenue

Description of Revenue	\$ Per Person	# Sold	Total Income
<i>Example</i>			
1 Tickets	\$ 5.00	2	\$10.00
2			\$0.00
3			\$0.00
4			\$0.00
5			\$0.00
Total Revenue			\$10.00

All money received should be given to Dana Jackson (756-7444 or dana@graceevan.org)

Total Expenses:	\$100.00
Total Revenue:	<u>\$10.00</u>
Total Expense:	<u>\$90.00</u>

MIT Budget:

Volunteers:

Job/Responsibilities

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Description of the Event:

Highlights of the Event:

Suggestions for next time:
