



Event RECAP

Ministry: _____

Contact Person: _____

Event Name: _____ Number of events per year _____

Estimated number of attendees: _____

Actual number of attendees: _____

Estimated Income:

Actual Income:

Ticket Price: _____

Estimated Donations: _____

Other Income: _____

Total Income: _____

Estimated Expenses:

Actual Expenses:

Facility Rental: _____

Transportation Costs: _____

Publicity cost: _____

Gift/Faith at Home Resource: _____

Speaker fee: _____

Speaker transportation costs: _____

Core Team Costs: _____

Appreciation Gifts: _____

Supplies: _____

Printing Costs: _____

Postage: _____

Food: _____

Beverages: _____

Decorations: _____

Wages: _____

Other: _____

Total Expenses: _____

Total income: _____

Total expenses: _____

Net Income/Expense: _____