

## 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			
	<b>\$100.00</b>		<b>Total Expenses</b>

### 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
	<b>Total Revenue</b>			<b>\$10.00</b>

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

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

MIT Budget:

**Volunteers:**

**Job/Responsibilities**

1	
2	
3	
4	
5	
6	
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8	
9	
10	

**Description of the Event:**

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**Highlights of the Event:**

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**Suggestions for next time:**

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Please send a copy of the form to [johnathan@graceevan.org](mailto:johnathan@graceevan.org) or [gwen@graceevan.org](mailto:gwen@graceevan.org)