

TO BE COMPLETED BY THE EVENT HOST (ITEMS 100 THROUGH 116, as required)

100	ACTIVITY DESCRIPTION:		101	MMC VP IN CHARGE:	
102	ACTIVITY DATE:		103	MMC HOST:	
104	NAME OF VENUE:		105	VENUE ADDRESS:	

EVENT DETAILS

106	TOTAL NUMBER OF ATTENDEES AT EVENT:		(Including Host[s])
107	NUMBER OF CHECKS RECEIVED:		
108	BASIC ADVERTISED COST OF EVENT PER PERSON:		(Do not include late fees, or guest fees, or other charges)
109	HOST(S) COST		(Note: Host and Spouse tickets or meals are free up to \$100)

EVENT INCOME

Attach a complete list of all income, such as the EXCEL Activity spreadsheet, and summarize below.

110	INCOME FROM ALL CHECKS:		Explain: (Deliver this amount to the MMC Treasurer after the Event)
111	ADDITIONAL INCOME (i.e. raffles, cash, sponsors, etc.):		
112	TOTAL INCOME ENCLOSED:		

EVENT EXPENSES

(Please attach all supporting receipts)

113	ACTIVITY EXPENSE:		(Final bill from restaurant, boat, theater, all tickets, etc.)
114	ENTERTAINMENT EXPENSE:		(Balance paid, tip, etc. Provide documentation if necessary)
115	ANY ADDITIONAL EXPENSES:		(Tips, decorations, fees, Bus, etc. Provide documentation)
116	TOTAL EXPENSES:		

TO BE COMPLETED BY MMC TREASURER (Items 200 through 211, as required)

EXPENSES PAID by TREASURER:

	MMC CHECK NUMBER	DESCRIPTION / REASON	AMOUNT	NOTES	APPROVALS (if required)
200		FOOD, TAX & GRATUITIES			
201		ENTERTAINMENT		(i.e. band, DJ, etc.)	
202		TRANSPORTATION		(i.e. bus fee, etc)	
203					
204					
205		TOTAL AMOUNT PAID by MMC:		(To vendors, etc.)	

REFUNDS ISSUED:

	MMC CHECK NUMBER	NAME / REASON	AMOUNT	NOTES
206				
207				
208				
209				
210		TOTAL REFUNDS:		
211		GAIN OR LOSS FROM EVENT:		

Please follow this link to identify club officers:
<http://marcomensclub.com/officers.htm>
 MMC Activity Spreadsheet link:
<http://marcomensclub.com/Forms/Forms.htm>