

## Event Summary Form

Event Date(s): \_\_\_\_\_ Name of Event: \_\_\_\_\_

Program(s): \_\_\_\_\_ Event Leaders: \_\_\_\_\_

Additional Chaperones: \_\_\_\_\_

Number of Participants that Attended: \_\_\_\_\_

ETS SE	ETS MV	UB	UBMS	SSS	McNair	EOC	VUB	Other

Total Cost of Event: \_\_\_\_\_

	Quantity/Price	Total	Final Expense(Financial Tech Only)
Bus			
Car/Van/Suburban			
Lodging			
Lodging			
Meals			
Meals			
Meals			
Meals			
Supplies			
Supplies			
Snacks			
Other			
Other			

Attachments:

- Agenda
- Student List
- Receipts
- Completed Evaluations

Total Cost of event \$ \_\_\_\_\_ divided by student in attendance \_\_\_\_\_ = cost per student \_\_\_\_\_

Please list and explain any deviations from this formula: \_\_\_\_\_