



OLG PTG EVENT WORKSHEET

SECTION I - INFORMATION

Event Name:
Event Date:
Event Location:
Contact Name:
Contact Phone:
Contact E-Mail:

SECTION II - EVENT REVENUE

	Date	Description/Vendor	Comments	Amount
1.				
2.				
3.				
4				
		Total Revenue		

SECTION III - EVENT EXPENSES (PLEASE ATTACH RECEIPTS)

	Date	Description/Vendor	Comments	Amount
1.				
2.				
3.				
4				
		Total Expenses		

SECTION IV - EVENT PROFIT/LOSS

Total Revenue	Enter Amount From Above	
Total Expenses	Enter Amount From Above	
Subtotal	Subtract Expenses for Subtotal	
Advances	Enter Amount of Advance or Startup	
Grand Total Event Profit/Loss - Deposit	Subtract Advances to calculate Profit/Loss	

SECTION V – EVENT DETAILS

Description of Event _____

The Event Went Well Because: _____

What Did Not Go Well _____

Suggestions To Make It Better Next Time: _____
