Event:

Date:

Coordinator/Head of event:

Purchases:

|  |  |  |
| --- | --- | --- |
| Item | Where purchased or donated from | Cost |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Notes: (How it went, what was left over, what to change or improve on for next time, etc.)