

# Mary Bridge Brigade Guild Post-Event Summary Form

Deliver or mail this completed Guild Post-Event Summary Sheet and event funds to the  
Mary Bridge Brigade Office within 30 days of the completion of the fundraiser.

Mary Bridge Brigade  
MS: 311-1-MBB  
PO Box 5299  
Tacoma, WA 98415-0299

Guild: \_\_\_\_\_ Event: \_\_\_\_\_

Date: \_\_\_\_\_ Designated Cause \_\_\_\_\_  
*(include day & time)*

NOTE: Keep cash/checks from **raffle ticket sales** separate from this fundraising income.  
**Complete a separate Raffle Activity Report within two weeks of the drawing date.**

**INCOME**

|                              |                 |
|------------------------------|-----------------|
| Ticket / Admissions Proceeds | \$ _____        |
| Sales / Auction Proceeds     | \$ _____        |
| Monetary Donations           | \$ _____        |
| _____                        | \$ _____        |
| _____                        | \$ _____        |
| <b>Total Income</b>          | <b>\$ _____</b> |

**ITEMIZED EXPENSES**

|   |                 |
|---|-----------------|
| Zettle/Pay Pal Processing Fee (if applicable) | \$ _____        |
| _____   | \$ _____        |
| _____   | \$ _____        |
| _____   | \$ _____        |
| _____   | \$ _____        |
| _____   | \$ _____        |
| _____   | \$ _____        |
| _____   | \$ _____        |
| <b>Total Expenses</b>                         | <b>\$ _____</b> |

**NET PROCEEDS** (income minus expenses) \$ \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Guild Representative

Date: \_\_\_\_\_

**\*\*\* MBB Office Use Only \*\*\***

Event funds \_\_\_\_\_ Check# \_\_\_\_\_ Date \_\_\_\_\_

**(Please complete other side)**

# Mary Bridge Brigade Guild Post-Event Summary Form

Fundraiser Event Goal: \$ \_\_\_\_\_ Net Proceeds: \$ \_\_\_\_\_

Where was the event located? \_\_\_\_\_

Briefly describe the demographic/target audience that attended your event:

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**Please provide a brief summary of event to share at Council, with other Guilds, and for the annual report:**

**Do you have any recommendations for other guilds holding a similar event?**

**Are there any businesses or donors that helped to make your event successful?**

**Additional comments:**

Please email event photos to [marybridgebrigade.org](mailto:marybridgebrigade.org) for Brigade news, marketing, and archives. Thank you!