

# Mary Bridge Brigade Guild Event Summary Sheet

Deliver or mail this completed Guild 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: \_\_\_\_\_ Attendance: \_\_\_\_\_  
*(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	\$	
Cash Donations	\$	
_____	\$	
_____	\$	
<b>Total Income</b>	<b>\$</b>	

**ITEMIZED EXPENSES**

	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Expenses</b>	<b>\$</b>	

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

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

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

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

**(See Over)**

# Mary Bridge Brigade Guild Event Summary Sheet

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

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

Event Funds: \_\_\_\_\_

What went well:

What would we not do again:

What was new this year:

Summary of event to share at Council, with other Guilds, and for annual report:

**(See Over)**