

This form is to be completed and returned to the Alumni Relations staff within one week after the event.

Club:

Event Coordinator(s):

Event Name:

Event Date:

Total Number of Attendees:

Event Assessment: (provide overall impressions of the success of the event as well as suggestions for improvement, etc.)

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Duke Law Clubs Post-Event Wrap-Up Form

Actual Expenses

Room Rental	\$	
Food/Drinks		
Tax/Tip	. <u></u>	
Equipment Rental		
Miscellaneous (Ex. Bartender charge, expenses for speaker)		Please list:
	+	
Total	\$	
Event Revenues		
# of paying guests X cost per attendee =	\$	
Subsidy from Club's overall budget	+	
Total (must = Total Expenses)	\$	
Club Overall Budget		
Balance in Club's budget prior to event	\$	
Subsidy from Club's budget for this event		
Remaining Balance	\$	

 * Please forward all receipts, checks and credit card payment forms immediately to: Dawn Downing, Assistant Director of Alumni Relations Alumni & Development Office Duke Law School Box 90389 Durham, NC 27708

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Please provide a list of attendees. You may use this sheet or provide a sign in sheet (please make sure all names on the sign in sheet are *legible*).

Law	Name	Law
Year		Year
	Law Year 	Law Year Name I I I <td< td=""></td<>

Attach additional pages as necessary.

• Please e-mail any pictures taken at the event to Dawn Downing, <u>downing@law.duke.edu</u>.