



DUKE LAW

Duke Law Clubs Post-Event Wrap-Up Form

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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Actual Expenses

Room Rental	\$ _____	
Food/Drinks	_____	
Tax/Tip	_____	
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

