

## SI Vista Project Worksheet

**Project or Event Name:**

**Personal Project of (Name) or Club (Committee Chair):**

**Date of Event:**

Report by:

<b>Income:</b>	Actual # People	\$ per each	<b>\$ Amount</b>
Ticket Sales (# people x ticket price)			
Sponsors (list on back and total here)			
Advertising Donations			
Fundraisers at Event (list below):			
<b>TOTAL INCOME:</b>			

**Expenses:**

VENDOR Name and Type of Expense	Paid by Check #:	<b>TOTALS</b>
Facilities Rental		
Food/Caterer		
Beverage		
Printing		
Supplies		
Other (list below):		
<b>TOTAL EXPENSE:</b>		
Enter total income here		
Enter total expense here		
<b>NET FROM EVENT:</b>		

PDF Version to be printed out and filled in by hand. Excel and Word versions are available for downloading online.