**PHEASANTS FOREVER / QUAIL FOREVER**
1783 Buerkle Circle
St. Paul, MN 55110
(877) 773-2070 / FAX: (651) 773-5500

# FUNDRAISING EVENT REPORT

Chapter Name / Officer: _____ Chapter #: _____

Regional Biologist: _____ Date of Event: _____

## REVENUE

| | |
|---|---|
| Gross Ticket Sales (Incl. Memberships) | $ _____ |
| Raffles & Other Charitable Gaming | $ _____ |
| Live Auction | $ _____ |
| Silent Auction | $ _____ |
| Cash Received (underwriting, sponsorships, donations) | $ _____ |
| Advertising (ad sales in banquet program, etc.) | $ _____ |
| **TOTAL REVENUE** | $ _____ |

## EXPENSE

| | |
|---|---|
| PF Adult Members (_____x $35) | $ _____ |
| QF Adult Members (_____x $30) | $ _____ |
| Youth Members (_____x $10) | $ _____ |
| Merchandise (including banquet package) | $ _____ |
| **Other Merchandise, Prizes, Framing, Guns | $ _____ |
| Meals, Bar, Catering, Hall Rental | $ _____ |
| Event Advertising, Printing, Postage, Supplies, Permits, Emcee, Etc. | $ _____ |
| **TOTAL EXPENSE** | $ _____ |

## ADDITIONAL ATTENDEES

Non-member Spouse: _____ Non-member Youth: _____

Non-member Complimentary: _____ Auto Renewal Mbrs: _____

## OTHER

Number of Sponsorships ($250 level and above, listed in program) _____

Cash Start-up (do not report as either Revenue or Expense above): $ _____

**Be sure to include any unpaid bills from either National or other vendors (leave blank if not sure).

***This form is to be completed with the assistance of the Regional Biologist and submitted to the National Office two (2) weeks after the event.***

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