



# DUKE LAW

## Duke Law Clubs Post-Event Wrap-Up Form

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

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**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: _____
	_____	_____
	+ _____	_____
<b>Total</b>	<b>\$ _____</b>	

### 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:**

Melanie Burkett, Assistant Director of Alumni Relations  
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Duke Law School  
Box 90389  
Durham, NC 27708

