

# What should be in a FSGW event report?

The FSGW Bookkeeper says an event report should include:

1. Event name, date and time, and if it is co-sponsored, with whom.
2. Who ran/led the event for FSGW, and for any co-sponsor if that differs.
3. Names of all performers, including unpaid performers if reasonable.
4. Numbers of registrants and attendees, broken down by registration type. Include payments from registrants who paid and did not cancel or attend. Do not include payments that were refunded, such as because someone cancelled their registration before the event started.
5. Dollar amount of revenue with a breakdown between charged payments and cash/check payments. Include any donations made to the event.
6. Checks written for the event, with account, check number, payee name, amount and reason, and any other information which might be beneficial to have within the accounting backup for the year.

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