

OANS Event Report Form

(Instructions: Meet Director to send completed form to Executive Director, with copy to Treasurer together with any surplus or amount due. Also, email list of new members to NSOS director.)

Event: _____

Date/Time: _____

Type: _____

Location: _____

Meet Director: _____

Others: _____

Number of starts: _____

Number of participants: Members: _____ Day Members: _____
(Count every person, not just the number of starts)

Income:

Event fees _____

Membership fees (list on p.2) _____

Total Income _____

Expenses:

Food/drinks: _____

Equipment: _____

Prizes: _____

Travel expenses: _____

Other: _____

Total expenses: _____

Any other adjustments:

Amount submitted/billed to Treasurer: _____

Checklist:

_____ Have new membership forms been sent to Executive Director (E.D.)?

_____ Is Meet report "published" on Web Site?

_____ Are participant's names complete and legible for NSOS director?

_____ Have reports been sent to E.D., Treasurer and NSOS director (see top of page)?

_____ Don't forget to list new members on p. 2.

