|  |  |
| --- | --- |
| **Event Description** | |
| **Event Location** |  |
| **Event Date** |  |
| **Event Leader** |  |
| **Number of Complimentary Rounds Funded by VGC** | **One (1)** |
| **Participant Information** | |
| **Number of Participants Registered on Website** |  |
| **Number of Participants Paid on Website** |  |
| **Number of Participants Registered via other method** |  |
| **Number of Participants Paid via check or cash** |  |
| **Projected Event Cost** | |
| **Total Fee Paid Per Participant** |  |
|  |  |
| **Fee Breakdown Per Participant (from C. Sirmon)** | |
| **Golf Cost Per Participant** |  |
| **WIX Fee Per Participant** |  |
| **Game Fee Per Participant** |  |
| **Leader Golf Fee Per Participant** |  |
| **Balance to VGC** |  |
| **Projected Total Due at Course (to be paid by Event Leader on day of event)\*** |  |
| **\* Club will reimburse leader upon receipt of this completed form** | |
| **Actual Costs Paid By Event Leader (Receipts Must Be Presented)** | |
| **Amount Paid for Greens Fees at Course** |  |
| **Submitted By Event Leader (Sign)** |  |
| **Date Submitted by Event Leader** |  |
| **Reimbursement** | |
| **Event Leader Fee (if paid on website)**  **Reimbursed by Club Treasurer (Sign)** |  |
| **Greens Fees Paid at Course**  **Reimbursed by Club Treasurer (Sign)** |  |
| **Date Reimbursed by Club Treasurer** |  |
| **Reimbursement Acknowledged by Event Leader (Sign)** |  |
| **Date Acknowledged by Event Leader** |  |

**Event Leader submits form to VGC Treasurer: Susan Mathews, 2053 Watson Terrace, The Villages, FL 32162 or susanmathews111@gmail.com.**

**Treasurer will attach the list of prize money winner(s) to this form and retain for club records.**