

Cost Estimates for Events

ITEMS	COST	
Estimate Cost for Location :		
include rent, set up/clean up, PA sound system, projector and or donations .		
Estimated Cost for Food:		
include food, drinks, snacks/refreshments and any additional charges, etc.		
Estimated Cost for Entertainment/Speakers:		
Estimated Cost for Printing:		
include programs, hand outs from speaker or members, etc.		
Estimated Cost for Decorations:		
Estimated Cost for Miscellaneous:		
include craft supplies, extra meals for speakers and VIPs, speaker gifts, plates, cups, etc.		
TOTAL ESTIMATED COST:		

You will take this Estimated Cost and divide by number of people you hope will attend, That will be your cost for your event.