

Cost Estimates **Item** **Additional details**

NOTES, DETAILS AND INFORMATION

<input type="text"/>	Space Rental Fees (not including any refundable security deposits)	

<input type="text"/>	Other Rental Fees (tents, tables, equipment, etc)	

<input type="text"/>	Food and Beverage Costs	

<input type="text"/>	Consumables cost (plates, cups, flatware, tablecoverings, etc)	

<input type="text"/>	Decor costs	

<input type="text"/>	Activity costs	

<input type="text"/>	Favors/Giveaway costs	

<input type="text"/>	Speaker(s) Honorium	

<input type="text"/>	Other Honoriums	

<input type="text"/>	Other Items	

	SUBTOTAL OF EVENT COSTS	
--	--------------------------------	--

	LESS ANY ALLOCATION OF GENERAL BUDGET FUNDS	
--	--	--

	X ESTIMATED NUMBER OF ATTENDEES = TICKET PRICE OR FUNDRAISING NEED	
--	---	--