

## **Cost Estimates for Events**

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

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