

**REUNION BUDGET PLANNING WORKSHEET**

**VARIABLE COSTS**

**MEALS**

	TOTALS	PER PERSON
Friday Dinner		# of people @ \$ per person
Hors d'oeuvres	\$ _____	=    ___ @    ___
Food	\$ _____	=    ___ @    ___
China	\$ _____	=    ___ @    ___
Dinner Wine	\$ _____	=    ___ @    ___
Service Charge	\$ _____	
Tax	\$ _____	
 Saturday Breakfast		# of people @ \$ per person
Food	\$ _____	=    ___ @    ___
Service Charge	\$ _____	
Tax	\$ _____	
 Saturday Dinner		# of people @ \$ per person
Hors d'oeuvres	\$ _____	=    ___ @    ___
Food	\$ _____	=    ___ @    ___
China	\$ _____	=    ___ @    ___
Dinner Wine	\$ _____	=    ___ @    ___
Service Charge	\$ _____	
Tax	\$ _____	
 Sunday Brunch		# of people @ \$ per person
Food	\$ _____	=    ___ @    ___
Service Charge	\$ _____	
Tax	\$ _____	
		TOTAL MEAL COSTS \$ _____

**FIXED COSTS**

	TENTS \$ _____
	ENTERTAINMENT \$ _____
	STEWARD FEE \$ _____
	LIQUOR AND BAR SUPPLIES \$ _____
	LOGO ITEM \$ _____
	TOTAL MISC. ALUMNI OFFICE CHARGES \$ _____
piano tuning \$ _____	
housing for band members \$ _____	
tv/vcr/dvd rental \$ _____	
reunion rangers (student workers) \$ _____	
	CONTINGENCY \$ _____
	<b>TOTAL COSTS \$ _____</b>

