

DISTRICT GATHERING COST WORKSHEET

EXPENSE ITEM	NUMBER	PER UNIT COST	EXTENDED COST
Food & Beverage Service	xxx	xxx	xxx
Reception			
Breakfast			
Morning Break			
Lunch			
Afternoon Break			
Dinner - Friday Night			
Other			
Gratuities			
Venue	xxx	xxx	xxx
Meeting Rooms			
Set up Fees			
Equipment Rental			
State/Local Taxes			
Tours	xxx	xxx	xxx
Admissions			
Transportation			
Speakers	xxxx	xxx	xxx
Travel			
Meals & Lodging			
Honorarium			
Invitations copies/postage			
Office Expense			
Entertainment			
Thank you gifts			
Favors			
Other Expenses			

Total Expense	
# of Attendees	
Per Person Cost	