

Sample Reunion Budget Worksheet

TOTAL CLASS MEMBERSHIP	500
ESTIMATED TURNOUT	200
TABLES (10 PER TABLE)	20

ITEM	UNIT COST	PER ITEM	TOTAL ITEMS	ESTIMATED COST
DINNER (Incl. tax & tip)	\$63.61	PERSON	200	\$12,722.00
MUSICAL ENTERTAINMENT	600.00		1	\$600.00
AUDIO VISUAL EQUIPMENT	250.00		1	\$250.00
NAME TAGS	1.50		200	\$300.00
PROGRAM	3.00	ALUMNI	125	\$375.00
TABLE CENTERPIECES	20.00	TABLE	20	\$400.00
POSTERS	10.00	POSTER	8	\$80.00
BANNER	100.00		1	\$100.00
STATIONERY SUPPLIES	250.00		1	\$250.00
PRINTING	125.00		1	\$125.00
POSTAGE	0.44	ENVELOPE	1,050	\$462.00
DOOR PRIZES	100.00		1	\$100.00
MEMORY BOOKS	5.00	ALUMNI	125	\$625.00
MISCELLANEOUS	300.00		1	\$300.00
TOTAL COSTS				\$16,689.00

ITEM	UNIT COST	PER ITEM	TOTAL ITEMS	ESTIMATED REVENUE
TICKET SALES	\$85.00	PERSON	200	\$17,000.00
BUSINESS CARD ADVERTISING	\$25.00	AD	8	\$200.00
MEMORY BOOKS ³	\$10.00	BOOK	10	\$100.00
T-SHIRTS (or other item sold)	\$10.00	ITEM	25	\$250.00
TOTAL REVENUES				\$17,550.00

ESTIMATED REVENUES	\$17,550.00
ESTIMATED COSTS	\$16,689.00
ESTIMATED BALANCE	\$861.00

1/ This example uses a per dinner cost of \$50 per person, + 0.875 tax and .17% tip

2/ This example includes 1st mailing @ 500 pieces; 2nd mailing @ 300 pieces; reminder postcard to 100, ticket mailings to 125.

3/ These are only sold to those who missed attending the reunion.

4/ Adjust the ticket price or reduce costs to achieve a positive ending balance.

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