

HCI

Expenses:

Site	Estimated	Actual
Tent		\$0.00
Site staff	\$500.00	
Facility		\$0.00
Tables and chairs		
Totals	\$500.00	\$0.00
Refreshments		
Catering 250 guests	\$20,800.00	
Staff and gratuities	\$3,447.50	\$0.00
Linens	\$0.00	\$0.00
Staff on site labor	\$300.00	\$0.00
Totals	\$24,547.50	\$0.00
Publicity		
Graphics work	\$9,040.00	\$0.00
Photocopying/Printing		\$0.00
		\$0.00
Totals	\$9,040.00	\$0.00
Decorations		
Props	\$425.00	\$0.00
Optional pinspots		\$0.00
Lighting * & Drape	\$900.00	\$0.00
Audio visual	\$175.00	\$0.00
Centerpieces donated		\$0.00
Totals	\$1,500.00	\$0.00
Programming		
Entertainment	\$2,000.00	\$0.00
Actor Greeter		\$0.00
Pictures Lisa est	\$1,000.00	\$0.00
		\$0.00
Totals	\$3,000.00	\$0.00
Prizes		
Ribbons/Plaques/ Lisa	\$0.00	\$0.00
Gifts		\$0.00
Totals	\$0.00	\$0.00
Miscellaneous		
Telephone	\$100.00	\$0.00
Event Marketing	\$32,000.00	\$0.00
Photocopying	\$50.00	\$0.00
Postage	\$800.00	\$0.00
Registration		\$0.00
Travel	\$250.00	\$0.00
Totals	\$33,200.00	\$0.00
Total Expenses	\$71,787.50	\$0.00

