

Reunion Budget Planning Worksheet

Venues, Rental, and Accommodation Costs:

Item	Amount	Total Number	Estimate	Actual
Venue: -----	\$ _____ (per hour)	x _____	\$ _____	\$ _____
Deposit:-----			\$ _____	\$ _____
Tables: -----	\$ _____ (per table)	x _____	\$ _____	\$ _____
Chairs:-----	\$ _____ (per chair)	x _____	\$ _____	\$ _____
Linens: -----	\$ _____ (per linen)	x _____	\$ _____	\$ _____
Bar Service/Set Up: -----			\$ _____	\$ _____
Audio/Visual Equipment: -----	\$ _____ (per hour)	x _____	\$ _____	\$ _____
Security: -----	\$ _____ (per hour)	x _____	\$ _____	\$ _____
Music/Entertainment: -----	\$ _____ (per hour)	x _____	\$ _____	\$ _____
Balloons/Flowers:-----			\$ _____	\$ _____
Dance floor:-----			\$ _____	\$ _____

Meals:

Item	Amount	Total Number	Estimate	Actual
Hors d'oeuvres: -----	\$ _____	x _____	\$ _____	\$ _____
Meal: -----	\$ _____	x _____	\$ _____	\$ _____
Serveware: -----	\$ _____	x _____	\$ _____	\$ _____
China: -----	\$ _____	x _____	\$ _____	\$ _____
Drinks: -----	\$ _____	x _____	\$ _____	\$ _____
Service/Delivery Charge: -----	\$ _____	x _____	\$ _____	\$ _____
Gratuity: -----			\$ _____	\$ _____
Tax: -----			\$ _____	\$ _____

Printing Costs:

Item	Amount	Total Number	Estimate	Actual
Save-the-Date Printing: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____
Save-the-Date Postage: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____
Invitation Printing: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____
Invitation Postage: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____
Program Printing: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____
Handouts: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____
Nametags: -----	\$ _____ (per piece)	x _____	\$ _____	\$ _____

Giveaways (e.g. T-shirts):

Item	Amount	Total Number	Estimate	Actual
T-shirt Material: -----	\$_____ (per piece) x _____		\$_____	\$_____
Graphic Design Fee: -----			\$_____	\$_____
Set-up Fee: -----			\$_____	\$_____
Giveaway Item: -----	\$_____ (per piece) x _____		\$_____	\$_____

Miscellaneous:

Item	Amount	Total Number	Estimate	Actual
Reunion Folders: -----	\$_____ (per piece) x _____		\$_____	\$_____
Registration Supplies:				
_____	\$_____ (per piece) x _____		\$_____	\$_____
_____	\$_____ (per piece) x _____		\$_____	\$_____
_____	\$_____ (per piece) x _____		\$_____	\$_____
Speaker Honorarium: -----	\$_____ (per piece) x _____		\$_____	\$_____
Photographer: -----	\$_____ (per hour) x _____		\$_____	\$_____

Your reunion UIAA contact is **Christina Wright**, Assistant Director of Alumni Programs.
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