

OCTOBER 15, 2015 VOLUNTEER APPRECIATION EVENT ESTIMATED EXPENSES				
CATERING/VENUE	SOURCE	QTY	PRICE	AMOUNT
Catering/Food (Buffet/Dinnerware/Linens)	MT Club	75		600.00
Catering/Beverages (Coffee/Tea/Water)	MT Club	75		200.00
Gratuuity/18%	MT Club			150.00
Cake	RSVP Donation	1	0.00	0.00
Space Rental	MT Club		425.00	425.00
	SUBTOTAL			1,375.00
SUPPLIES				
Balloons	Party Bug	8		25.00
Decorations	Party Bug			75.00
	SUBTOTAL			100.00
VOLUNTEER APPRECIATION GIFTS				
Vol. Appreciation Gift/Flashlight	MT Marketing	100	2.29	229.00
Set up fee		1	25.00	25.00
Shipping		1	65.00	65.00
Vol. Appreciation Gift/Microfiber Cloth	MT Marketing	100	1.00	100.00
Set up fee		1	50.00	50.00
Shipping		1	25.00	25.00
Vol. Appreciation Gift/Coffee Mug	MT Marketing	100	3.00	300.00
Set up fee		1	50.00	50.00
Shipping		1	75.00	75.00
Vol. Appreciation Gift/Blind Volunteers		10	10.00	100.00
Plaques - 6x8	Crown Trophy	1	12.00	12.00
Name Plates	Crown Trophy	21	4.00	84.00
Recording Team of the Year/Blankets	MT Marketing	3	15.00	45.00
Set up fee	MT Marketing	0	0.00	0.00
Shipping	MT Marketing	1	16.00	16.00
Vol. Longevity Gifts/5 Year	Target	5	5.00	25.00
Vol. Longevity Gifts/10 Year	Target	2	10.00	20.00
Vol. Longevity Gifts/15 Year	Target	2	15.00	30.00
Vol. Longevity Gifts/20 Year	Target	5	20.00	100.00
Vol. Longevity Gifts/25 Year	Target	1	25.00	25.00
Youth Vol. Gifts	Target	11	5.00	55.00
Telephone Pioneer Recognition/\$10 gift cards	Target	3	10.00	30.00
	SUBTOTAL			1,461.00
ENTERTAINMENT				
Honorarium		1	300.00	300.00
Mileage *		150	\$0.60	90.00
	SUBTOTAL			390.00
IN-HOUSE EXPENSES				
Invitations/Save the Date/Labels/Directions	In-House Paper/Printing	310	\$0.10	31.00
Postage	In-House Postage	180	\$0.49	88.00
	SUBTOTAL			119.00
SUMMARY:				
CATERING/VENUE ESTIMATE				1,461.00
SUPPLIES ESTIMATE				100.00
VOL. GIFTS ESTIMATE				1,377.00
ENTERTAINMENT				390.00
IN-HOUSE EXPENSES				119.00
GRAND TOTAL				3,447.00