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5	Budget Spreadsheet for Appreciation Event for C.C. Helps						
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7	Client Name- Jennifer Elliot Cropper, President - C.C.. Helps		Onsite contact- Harman Sidhu, event coordinator- Harman Sidhu Events				
8	Email- Jelli25@my.centennialcollege.ca		Email- Harmansidhu2215@gmail.com				
9	Phone- 416-289-5000		Phone- 437-345-7453				
10	Address- 937, Progress Ave, Scarborough, ON M1K 5E9		Host- Jennifer Elliot Cropper				
11							
12							
13	Venue	Column1	Column2	Column3	Column4	Column5	Column6
14		Items	Description	Vendor	Price per unit	Quantity	Budget
15		Tap room rental	Rectangle style in 2053'sq with capacity of 100	Tapestry Hall, Cambridge	\$2,100.00	1	\$2,100.00
16							\$0.00
17		Parking cost	Event evening	Tapestry Hall, Cambridge	\$0.00	0	\$0.00
18							
19							\$0.00
20							\$0.00
21							\$0.00
22		Venue Total					\$2,100.00
23	Food and Beverages						
24		Items	Description	Vendor	Price per unit	Quantity	Budget
25		First Course	Black tie brie bites and Jalapeno poppers	Platters Catering & Events	\$7.90	70	\$ 553.00
26		second course	Chicken Mushroom Agnolotti, Phyllo Wrapped Vegetables	Platters Catering & Events	\$11.40	70	\$ 798.00
27		Third Course	Peanut butter popcorn caramel cake & Belgian Chocolate Truffle	Platters Catering & Events	\$6.40	70	\$ 448.00
28							
29		Beverage	Quails' Gate Wine	Platters Catering & Events	\$7.10	70	\$ 497.00
30							
31		Food Total					\$ 2,296.00
32	Rental Equipment						
33		Items	Description	Vendor	Price per unit	Quantity	Budget
34		Chair covers with sash	Black color	Gervais Party and tent rental	\$4.25	70	\$ 297.50
35		Linen	round table 72X144	Gervais Party and tent rental	\$10.00	9	\$ 90.00
36		Portable staging platform	4'x8' section	Gervais Party and tent rental	\$75.00	6	\$ 450.00
37		Stairs	black	Gervais Party and tent rental	\$25.00	1	\$ 25.00
38		Red carpet	red color	Gervais Party and tent rental	\$350.00	1	\$ 350.00
39		Hollywood centerpieces	golden color	Gervais Party and tent rental	\$16.00	9	\$ 150.00
40		Backdrop	golden color	Gervais Party and tent rental	\$50.00	2	\$ 100.00
41		Rental Total					\$ 1,100.00
42	Invitation/Stationery						
43		Items	Description	Vendor	Price per unit	Quantity	Budget
44		Invitation cards	Hollywood theme appreciation event	Vista print Canada	\$4.00	70	\$ 280.00
45		welcome signs	24"x36"	Vista print Canada	\$99.99	2	\$ 199.98
46							\$ -
47							\$ -
48		Marketing Total					\$ 479.98
49	Décor						
50		Items	Description	Vendor	Price per unit	Quantity	Budget

Big star Incentive Conference/Team Building event budget

Resources Required	Forecast	Budget	Actual	Variance
Revenues	20000			
				0.00
Sponsors	N/A			0.00
				0.00
Total Rev.				20,000.00
Expenses				
Venue				
Food (classic full day meetingx 2 + 1 southasian buffet)		\$12,000.00	\$12,050.00	-50.00
Beverage (Coffee/ tea+ mineral water+ soft drinks+ Ontari house wine)		\$1,600.00	\$1,500.00	100.00
Speakers Meals		\$150.00	\$90.00	60.00
Location Cost		\$600.00	\$500.00	100.00
Parking (complimentary)		\$0.00	\$0.00	0.00
			\$14,140	
Total				
Operational Cost				
M.C		\$500.00	\$290	10.00
sound- P.A & A.V (Included in summer room)		\$0.00	\$0.00	0.00
Speakers & Presenters		\$350.00	\$300.00	50.00
Lighting		\$ 500.00	\$510	-10.00
Tables		\$200.00	\$200.00	0.00
Linen Table Covers		\$ 200.00	\$200	0.00
Venue-Signage		\$70.00	\$100.00	-30.00
Photographer		\$200	\$150	50.00
Gifts		\$200.00	\$200	0.00
Total			1,950.00	
Printing/Mailing				
Flyers		\$100.00	\$90.00	10.00
Ads (College paper)		\$250.00	\$250.00	0.00
Signage		\$170.00	\$140.00	30.00
Awards & Flags		\$750.00	\$748.00	2.00
Total			\$ 1,228.00	-1,228.00
				0.00
				0.00
Misc. Expenses		\$1,000.00	\$ 870.00	130.00
				0.00
				0.00
TOTAL EVENT COST:		\$20,000.00	\$18,188.00	1,812.00
Total Revenues			\$1,812.00	-1,812.00
Deficit			(\$16,376)	16,376.00