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| **Activity** | **Description** | **Expense Estimates** |
| 1.1.4.2.1  Conduct Planning Meetings | * Four 2-hour planning meetings are scheduled, each with 15 key team members in attendance. * Two of the meetings will be catered lunch meetings. | * Internal labor: 120 hours. * Catered lunches: $15.00 per person. |
| 1.1.4.2.2  Arrange Location | * Research to locate a suitable facility. Rent necessary equipment. | * Internal labor: 20 hours. * Facility rent: 5,000 sq. ft. at $0.40 to $0.50 each. * Equipment rent: 600 chairs at $0.25 to $0.40 each. * Equipment rent: 3 Large Monitors at $200.00 each per hour for two hours. |
| 1.1.4.2.3  Arrange Staffing | * Coordinate all staff and travel for the public meeting. | * Internal labor: 50 hours. * Travel: 1 panel member from Florida at approximately $1,000.00. * Moderator: Standard fee of $500.00 for the 2-hour event. * Security: 6 guards for 4 hours at $50.00 per hour. |
| 1.1.4.2.4  Publicize Event | * Design, print, and mail 10,000 postcards. * Newspaper advertising. | * Internal labor: 60 hours. * Postcards: Printing and postal charges at $0.20 to $0.25 each. * Advertising: $1000.00 flat fee. |
| 1.1.4.2.5  Hold Event | * Requirements as needed to set up for, hold, and clean up after the event. | * Internal labor: 35 hours. * Additional: 2 speakers at $50.00 each per hour for 2 hours. |