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| **Activity** | **Expense Estimates** | **Calculations** | **Cost of Activity** |
| 1.1.4.2.1  Conduct Planning Meetings | * Internal labor: 120 hours. * Catered lunches: $15.00 per person. | 15 people \* 80 per hr rate \* 4 days \* 2 hours = **$9,600**  Lunch = 15 rate \* 15 people \* 2days = $**450** | **$10,050** |
| 1.1.4.2.2  Arrange Location | * 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. | 20 hrs \* 80 per hr rate = **$1,600**  5,000 sq ft \* 0.40 rate = **$2,000**  5,000 sq ft \* 0.50 rate = **$2,500**  600 chairs \* 0.25 rate = **$150**  600 chairs \* 0.40 rate = **$240**  3 monitors \* 200 rate \* 2 hours = **$1,200** | **$4,950 to $5,540** |
| 1.1.4.2.3  Arrange Staffing | * 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 security guards for 4 hours at $50.00 per hour. | 50 hrs \* 80 per hr rate = **$4,000**  1,000 travel rate = **$1,000**  500 moderate rate = **$500**  6 guards \* 4 hrs \* 50 rate = **$1,200** | **$6,700** |
| 1.1.4.2.4  Publicize Event | * Internal labor: 60 hours. * Postcards: Printing and postal charges at $0.20 to $0.25 each. * Advertising: $1,000.00 flat fee. | 60 hrs \* 80 per hr rate = **$4,800**  10,000 postcards \* 0.20 rate = **$2,000**  10,000 postcards \* 0.25 rate = **$2,500**  1,000 advertising rate = **$1,000** | **$7,800 to $8,300** |
| 1.1.4.2.5  Hold Event | * Internal labor: 35 hours. * Additional: 2 speakers at $50.00 each per hour for 2 hours. | 35 hrs \* 80 per hr rate = **$2,800**  2 speakers \* 50 rate \* 2 hrs = **$200** | **$3,000** |

**Total Cost Estimate for the Public Meeting Work Package: $32,500 to $33,590**