

**FOEM Gala
Sheraton Denver
October 16, 2012**

BUDGET PER FOEM **\$89,925**
ESTIMATED COSTS BELOW **(\$30,500)**
VARIANCE **\$59,425**

Numbers are for estimation purposes only and are subject to change based on variables and client approval of inclusions.

Description	Qty	Cost	Tax/ Service	Total Cost	Notes
SPONSOR SUPPORT				\$89,925.00	
1 Sponsorship				\$50,000	
2 Tickets	112	\$250.00		\$17,500	Includes 38 Comp Tickets, 2 Discounted Tickets (2 at \$125), 3 Reduced Tables (40 at \$200), and 38 Regular Tickets as of 10/15/12
3 Leaf Pledge Cards				\$18,925	
4 Advertising				\$3,500	
FOOD & BEVERAGE				(\$17,568.55)	
1 Passed Hors D'oeuvres	375	\$5.00	\$1.59	\$2,470.50	3 pieces per person. Range from \$4.50 to \$5.50 per piece
2 Plated Dinner	130	\$66.00	\$20.96	\$11,305.01	
3 Dinner Wine	25	\$30.72	\$9.76	\$1,011.92	Average price per bottle. 17 Red, 8 White
4 Consumption Bar				\$2,781.13	Open bar during reception and dancing
5 Bartender Fees	4	\$0.00	\$0.00	\$0.00	Waived per contract
6 Labor Charge	1			\$500.00	Labor to Flip Room from GS to Gala
AV & DÉCOR				(\$4,112.00)	
1 Reception Centerpieces	7	\$22.00	Incl.	\$154	
2 Dinner Centerpieces	18	\$50.00	Incl.	\$900	
3 Leaf Pledge Card Containers	18	\$2.50	Incl.	\$45	
4 Linens - Banquet Tables	18	\$62.00	Incl.	\$1,116	Includes linens for dining tables and cabaret/ reception tables.
5 Linens - Napkins	180	\$3.65	Incl.	\$657	
6 Linens - High boys with sashes	7	\$45.00	Incl.	\$315	
7 Chargers	180	\$4.50	Incl.	\$810	
8 Décor Shipping	1	\$115.00	Incl.	\$115	Includes shipping for all linens, centerpieces and chargers to Sheraton Denver
9 AV - Screen, LCD, Podium, Mic				\$0	Complimentary. Use existing AV from the ACOEP General Session
10 AV - Lighting	1	\$690.00	\$52.58	\$742.58	Uplighting against drape and walls
11 Labor	1	\$1,200.00	\$91.44	\$1,291.44	Includes 5 AV techs to set up lighting and reset AV in Grand Ballroom I

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ENTERTAINMENT				(\$3,600.00)	
1 Emcee				\$3,000	Isaac Sernoffsky. Includes all expenses
2 Dinner DJ (3 hours)				\$600	Includes set-up, tear down, taxes, handheld mic, lighting effects
MISCELLANEOUS				(\$5,219.03)	
1 Photographer	1	\$385.00	Incl.	\$385	3 hours of service and 2 DVDs
2 Printing - Programs and Leaf Pledge Cards				\$2,900	Includes printing and paper supplies
3 Postage and Shipping				\$800	
4 Gratuities				\$110	\$70 paid by Melissa, \$40 paid by ACOEP
5 NHS Event Planner Air	1	\$222.32	\$38.28	\$261	Paid directly by ACOEP
6 NHS Event Planner Expenses				\$78	Includes ground transfer, and 10/15 lunch
7 NHS Event Planner Hotel	3	\$199.00	\$29.55	\$686	Added to ACOEP Master Account