

## Fylde Decorative and Fine Arts Society

### Calculation of cost of Special Interest Days/ Outings etc

**Event** \_\_\_\_\_ **Date of Event** \_\_\_\_\_

#### Fixed Costs

|                                       |   |
|---------------------------------------|---|
| Coach                                 | £ |
| Lecturer                              | £ |
| Lecturers Expenses                    | £ |
| Accommodation                         | £ |
| Room Hire                             | £ |
| Printing                              | £ |
| Organisers miscellaneous expenditure* | £ |
| Gratuities                            | £ |
| Postage                               | £ |
| Other                                 | £ |

**Total Fixed Costs** £

Maximum number (including organiser) \_\_\_\_\_

**cost  
per attendee**

Cost per attendee if 66.67% of maximum attend £

#### Variable Costs

|                  |          |
|------------------|----------|
| Entry to Museum  | £        |
| Meals            | £        |
| Teas/Coffees etc | £        |
|                  | <u>£</u> |

**Total cost per attendee** £

**Amount to be charged** £

Prepared by: \_\_\_\_\_ Organiser \_\_\_\_\_

Authorised By: \_\_\_\_\_ Treasurer \_\_\_\_\_

Notes:

\* please specify e.g preparation visit, Thank you card etc