

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