

RETREAT / PROGRAM PLANNING WORKSHEET		OHIO VALLEY YEARLY MEETING 1117 South A Street Richmond, IN 47374	
EVENT	DATE		
PURPOSE OF THE EVENT	EVENT LOCATION CITY/STATE/ZIP		
	TELEPHONE		
	EMAIL		
PROGRAM OR RETREAT EXPENSES			AMOUNT
Facilitator(s) honorarium or fee:			
Facilitator(s) travel:			
Facilitator(s) lodging:			
Facilitator(s) meals:			
Presentation materials (e.g., pens, paper, activity materials, name tags):			
Conference calls for planning the program:			
Babysitter or other child care provider/facilitator:			
Materials for children's program, snacks, art supplies:			
Children's meals and lodging:			
Meals and lodging for participants on financial aid			
TOTAL COST (EXCLUDING INDIVIDUAL MEAL AND LODGING BILLS)			
INSTRUCTIONS			
<p>This worksheet is used to anticipate expenses for a program or retreat. It is also useful to help plan committee expenses during annual sessions. Listed below are the types of expenses that might be incurred; it is a fairly exhaustive list and not all items will apply to your program.</p> <p>In many cases, participants in the program will approximately cover the program expenses. Often, a registration fee has two components: the program fee, and the food/lodging fee. This worksheet helps calculate the program fee.</p> <p>For the program, net surpluses or net deficits will be absorbed by the yearly meeting. Friends should not to be prevented from participating due to lack of funds, but Friends are encouraged to be prudent.</p> <p>Please use a separate copy of this form for each event.</p> <p>To calculate the program fee, divide the estimated total cost by the estimated number of participants paying the full registration fee.</p> <p>In addition to the program fee, Friends will be charged for their own food and lodging costs, particularly when using a retreat center.</p>			