

## SAMPLE REUNION BUDGET

Class year:		Class Budget Worksheet
		Worksheet updated:
	Anticipated number of classmates who will attend Reunion	100
<b>INCOME</b>		
<b>Class Registration Fee</b>	<i>charged to classmates only.</i>	\$95.00
<b>TOTAL EXPECTED INCOME</b>	<b>(class registration fee x anticipated number of classmates)</b>	\$9,500.00
<b>EXPENSES</b>		
<b>Pre-Reunion</b>	Travel and/or meal expenses for Reunion chair and co-chair to observe the Reunion prior to yours.	\$2,500.00
	Class officers/Reunion team meetings	\$0.00
<b>Communications</b>	Two or three print newsletters during the 12 months prior to Reunion ( <i>less if your class opts to send free newsletters electronically</i> )	\$1,750.00
	Reimbursements to officers for class business expenses ( <i>conference calls, postage</i> )	\$750.00
<b>Headquarters</b>	Miscellaneous headquarters expenses such as decorations, supplies, refreshments, rental equipment, class banner	\$250.00
<b>Memorabilia</b>	Novelty items/souvenirs ( <i>price each x anticipated attendees</i> )	\$1,200.00
<b>Program/Entertainment</b>	Dinner entertainment, Speaker honorarium, meals for guests of the class, singing group, etc...	\$300.00
	Friday and Saturday dinners for two (2) observers (estimate: \$225)	\$225.00
<b>Administrative Fee</b>	Number of classmates @\$7: Includes nametags, parade signs, table centerpieces, dinners for class ambassadors.	\$700.00
<b>Other/Miscellaneous</b>	Class Book ( <i>if applicable</i> )	\$0.00
	Gifts to recognize classmates who help with Reunion ( <i>optional</i> )	\$350.00
	Travel grants	\$200.00
	Other: Printed class schedule, etc...	\$150.00
<b>TOTAL PROJECTED REUNION EXPENSES</b>		<b>\$8,375.00</b>
	Contingency fund ( <i>10% of total Reunion expenses – suggested for unanticipated costs</i> )	\$837.50
<b>TOTAL EXPECTED EXPENSES</b>		<b>\$9,212.50</b>