Event Planning Guide for Leadership Workshop

Budget

Description	Per Person	Fixed Costs
Food	$15.00	
Transportation		$50.00
Hospitality		$100.00
Lodging		$0.00
Total Expenses		$150.00

Actual

Description	Per Person	Fixed Costs
Food		$620.62
Transportation		$56.13
Hospitality		$100.00
Lodging		$0.00
Total Expenses		$776.75