

Detroit Metro Convention & Visitors Bureau Family Reunion Cost Calculator

Use this budget calculator to plan your next family reunion. All the fields below are customizable and should be relatively simple for anyone familiar with spreadsheets to configure. This calculator should help you get a true cost per person for the family reunion.

Fill this out first



**Expected
attendees** _____

				<i>Total Cost</i>	<i>Number of attendees</i>	<i>Cost Per Person (If applicable)</i>
Banquet Services						
	Banquet Rental Fee					
	Breakfast - Day 1					
	Lunch - Day 1					
	Dinner - Day 1					
	Breakfast - Day 2					
	Lunch - Day 2					
	Dinner - Day 2					
Travel/Accomodations						
	Travel/ Hotel Costs					
	Hotel Costs For Volunteers					
	Shuttle/Bus rental					
Photo/Video/Entertainment						
	Entertainment (banquet)					
	Entertainment (Picnic)					
	Photographer/Videographer					
Communications & Printing						
	Website Creation					
	Newsletter/envelopes/postage					
	invitations/Flyer/name tags etc.					
	Phone/Fax/Cell Phone					
Miscellaneous						
	Storage Costs					
	Taxes					
	Tips/Gratuity					
	Parking					
Banquet Supplies						
	Decorations For Banquet					
	Gifts/Prizes					
Picnic						
	Balloons For Picnic					
	Board Games For Picnic					
	Event banner					
	Equipment Rental For Picnic					
	Linens					
	Paper plates, cups, charcoal etc					
	Music Equipment					
	Photo Equipment					
	Park or camp reservations Fee					
	Food Costs					

		<i>Total Cost</i>	<i>Number of attendees</i>	<i>Cost Per Person (If applicable)</i>
<u>General</u>				
	Hospitality Room cost			
	Welcome bag cost (items)			
	T-Shirts			
	Scrapbook			
	Evaluation Forms			
	Family Tree Wall Chart			
<u>Fund Raising Costs</u>				
	Tables			
	Chairs			
	Bags			
	Banner			
	Stationary			
	Balloons			
	Miscellaneous			
<i>Notes:</i>		<i>Total Cost</i>	<i>Number of Attendees</i>	<i>Cost Per Person</i>
<p><i>Divide "Total Cost" by "Number of Attendees" to determine the "Cost Per Person" (this would equal your registration fee, not including your accommodations and airfaire)</i></p>				