

# HANDOUT 1.3: Expense Cheat Sheet

Below you will find the average costs for planning an event in Canada.

CATEGORY	EVENT-PLANNING ITEM	PROJECTED COST
<b>Rentals</b>	Audio-visual equipment (microphones, speakers, mixing board)	\$1,500
	Bouncy castle, slide bouncer or similar inflatable activity	\$150 each
	Tents for food areas or other	\$150 each
	Tables	\$10 each
	Chairs	\$8 each
	Barbeque	\$100 each
<b>Food</b>	Pizza (12 pieces)	\$12 per pizza
	Soft drinks/juices (12 pack)	\$6 per pack
	Food truck rental (guests pay for food)	\$1,500
	Food truck rental with pre-paid food	\$20 per person
	Deluxe sandwiches	\$24 per dozen
	Popcorn machine and popcorn	\$200
	Hot dogs, hamburgers, buns and condiments	\$2 per person
<b>Entertainment</b>	Music band (5 person)	\$1,000 per hour
	DJ	\$250 per hour
	Kids entertainer (clown, balloon maker, face painter)	\$100 per hour
<b>Staffing</b>	Security costs	\$50 per hour
	Food servers	\$25 per hour
	Maintenance/janitorial costs (required)	\$50 per hour
<b>Miscellaneous</b>	Decorations	\$250
	Advertising costs (design of materials, printing)	\$500
	Plates, napkins, cutlery	\$20 for 50 people

## OTHER COSTS:

- Raffle prizes
- Special decorations