

When Women Succeed Bus Tour

Master Cover Sheet

Draft 04/08/2014

Line Item	Scenario 1 - 5 days, 10 events (12 MOCs, 4 traveling staff, 1 Trip Director, 4 advance)	Scenario 2 - 5 days, 10 events (6 MOCs, 2 traveling staff, 1 Trip Director, 4 advance)
Bus Tour	\$111,917.50	\$86,417.50
Staffing	\$55,350.00	\$55,350.00
Event Costs and Miscellaneous	\$183,750.00	\$183,750.00
Trip Insurance	\$5,000.00	\$5,000.00
Markham Fee	\$30,000.00	\$30,000.00
Total	\$386,017.50	\$360,517.50

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	Days/Number	Number	Per Day	Total
Tour	5			
Bus Travel Days In	2			
Bus Wrap Days	2			
Bus Travel Days Out	2			
Bus Wrap Removal Day	1			
Total Days	12	1	\$900.00	\$10,800.00
Total Driver Days (Main driver and relief driver)	12	1	\$225.00	\$2,700.00
Satellite and Internet	5	1	\$30.00	\$150.00
Fuel	3500	1.25	per mile	\$4,375.00
Engine Service	3500	0.12	per mile	\$402.50
Generator Service				\$150.00
Cleaning/Service				\$750.00
Wrap Removal Fee				\$1,500.00
Driver Per Diem	12	1	\$45.00	\$540.00
Wrap and Installation		1		\$22,000.00
Hotel	7	19	\$200.00	\$26,600.00
Flights in/out for bus (Staff, Principals and Drivers)		25	\$700.00	\$17,500.00
Food per diem for bus	7	18	\$75.00	\$9,450.00
Misc.				\$15,000.00
Sub-Total				\$111,917.50

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Staffing Costs

	Days/Number	Per Day	Total
Trip Desk (1)	21	\$225	\$4,725.00
Trip Assistant	21	\$150	\$3,150.00
Social Media Manager (1)	14	\$250	\$3,500.00
Trip Director (1)	9	\$225	\$2,025.00
Advance Staff (8)	7	\$200	\$11,200.00
Trip Director and Advance Hotel (9)	7	\$200	\$12,600.00
Advance Vehicle (4)	8	\$75	\$2,400.00
Flights (for pre-advance, jump ahead and Trip Director)	18	\$700	\$12,600.00
Meals (9)	7	\$50	\$3,150.00
Sub-total			\$55,350.00

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Event Costs and Miscellaneous		
Line Item	Description	Cost
Major Event Costs		
Staging	<i>Main Riser, Press Riser</i>	\$2,500.00
Audio	<i>Speakers, Microphones</i>	\$2,500.00
Lighting	<i>Television-ready lighting</i>	\$3,000.00
Labor	<i>IATSE-labor</i>	\$5,000.00
Miscellaneous	<i>Stools, Chairs, Tables</i>	\$1,000.00
Crowd-Building Elements	<i>Robo or Live Calls, Print Ads</i>	\$1,500.00
ADA Compliance	<i>Includes Sign-Language</i>	\$500.00
Sub-Total (per event)		\$16,000.00
Printing		
Large Backdrop	8' x 10' step and repeat - portable	\$3,750.00
Rollups (2)	3' x 8' - portable	\$6,000.00
Podium Signs		\$1,000.00
Other Collateral		\$5,000.00
Placards		\$1,500.00
Miscellaneous		
Graphic Design	<i>Wrap and collateral</i>	\$5,000.00
Web Presence Activation		\$1,500.00
Events Insurance		\$12,500.00
Permits, etc		\$2,500.00
Major Events	10	\$160,000.00
Sub-total (total of Major Events, Printing and Misc)		\$183,750.00