

MHSLA 2012 - Local Arrangements Expense Report

COMMITTEE	EXPENSE	INCOME	TOTAL
Exhibits / Vendors			
14 booths at \$250 each		\$3,500.00	
Vendor sponsorships		\$5,950.00	
One extra rep			
3 vendor Special Event Tickets		\$150.00	
Vendor Posters/Signs	\$43.27		
<i>Subtotal</i>			\$9,600.00
Welcome Reception/Special Event			
Welcome Reception Food Detroit Wheels (44 people including 5 band members)	\$1,717.76		
Musicians (Irish) Odd Enough	\$250.00		
Decorations for Welcome Reception	\$5.30		
Bartender (Cash Bar)	\$0.00		
Special Event Tin Fish (47 people)	\$1,250.55		
Thursday Night Room Rental Group Networking	\$0.00		
Snacks/Beverages Networking Event	\$119.00		
<i>Subtotal</i>		\$3,342.61	
Accommodations (Food, AV, Room Rental)			
Tuesday Room Rental - Board Room - Registration & AV Committee	\$300.00		
Wed Podium for CE Speaker	\$50.00		
Wed Microphones - 2	\$250.00		
Wednesday - 2 - Projection Screens - 1- 8 feet, 1 6 feet	\$105.00		
Wednesday - Meeting Room Rental Fee	\$300.00		
Wed Internet - Free negotiated with contract	\$0.00		
Wed All Day Beverages - Coffee, Tea, Soft Drinks and Bottled Water 31 People	\$329.00		
Wed Breakfast 47 people (Executive Continental)	\$752.00		
Wed Lunch 52 people (Deli Lunch Buffet)	\$1,144.00		
Wed am Break - Ballroom	\$56.00		
Wed am Break - Gallery	\$42.50		
Wed aft Break - Ballroom	\$49.00		
Wednesday Service Charge on Meeting Rooms/Food	\$677.05		
Pres Room, Scholarship (2) Rooms, Speakers Rooms (2)	\$1,241.02		
Thursday - 1 - Projection Screen - 8 feet	\$75.00		
Thursday - Meeting Room Rental Fee	\$300.00		
Thurs Microphones	\$250.00		
Thursday Service Charge on Meeting Rooms/Food	\$1,107.18		
Thursday All Day Beverages - Coffee, Tea, Soft Drinks and Bottled Water 72 people	\$504.00		
Thurs Breakfasts 72 people	\$1,584.00		
Thus Am Break 72 people	\$125.00		
Thurs Lunch 82 people	\$1,804.00		
Thurs Aft Break	\$390.00		
Friday - 1 - Projection Screen - 8 feet	75.00		
Service Charge on Meeting Rooms/Food	\$717.86		
Friday - Meeting Rooms Rental Fee	300.00		
Fri Microphones	250.00		
Fri Internet - free	0.00		
Friday All Day Beverages - Coffee, Tea, Soft Drinks and Bottled Water 50 people	\$350.00		
Fri Breakfast (40 people)	920.00		
Fri Lunch 50 People	1,302.00		
Fri AM Break - Bagels and Fruit	66.00		
<i>Subtotal</i>		\$14,410.61	
Publicity			
Save the Date Cards & Postage	\$0.00		
Programs	\$191.12		
LOGO	\$0.00		
Giveaways - Cars	\$111.25		
<i>Subtotal</i>		\$302.37	
Registration / Hospitality			
Desk Supplies, Apples, & Badge Holders	\$140.00	\$140.00	
Name badges	\$0.00		
Registration (68 People)		\$15,980.00	
Registration for Officers (4) + 3 scholarship winners	\$2,170.00		
Choc Pretzels for Registration Bags	\$240.00		
Registration Bags (Donated)	\$0.00		
<i>Subtotal</i>			\$16,120.00
Misc			
President Plaque	\$42.35		
Librarian Award Plaques			
<i>Subtotal</i>		\$42.35	
TOTAL		\$18,097.94	\$25,720.00
Profit / (Loss)			\$7,622.06