

## Altair Event Planning Worksheet (No-Lodging)

Event \_\_\_\_\_  
 Dates \_\_\_\_\_

Event Leaders: \_\_\_\_\_  
 \_\_\_\_\_

	Total Cost	Cost per Person	
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**A Minimum # of participants** \_\_\_\_\_

**Expenses**

Admission fees			
Meals included			
Transportation provided			
Printing			
Prizes			
Paper products			
Rentals			
Other			
Unexpected			
Leader Incentive	#1		

**B Total expenses**

**C Altair fee (B x 10%)** #2

**D Total cost per member (B + C)**

**D Non member fee ( B x 25%)** #3

**E Total cost non-member (B + D)**

**Summary**

<b>F</b>	Income (A x D)		
<b>G</b>	Expense (A x B)		
<b>H</b>	Altair profit (F-G)		

- Note #1: Maximum is cost of one person on the event to be split among event leaders
- Note #2: Minimum required \$2 or 10%, maximum \$30 per participant
- Note #3: Minimum required \$5 or 25%, maximum \$75 per participant
- Note #4: Altair carpool guidelines apply
- Note #5: Signed waiver required for all participants