

EXECUTIVE SUMMIT ENTERTAINMENT

Cost Estimation Spreadsheet

RETREAT LOCATION/ VENUE _____

EVENT DATE _____

PREPARED BY _____

TOTAL ALLOCATED BUDGET (\$) _____

ACTIVITY / ENTERTAINMENT ITEM	VENDOR / PROVIDER	DETAILS / SCHEDULE	EST. UNIT COST (\$)	QUANTITY	EST. SUBTOTAL (\$)

Total Estimated Cost

SPECIAL INSTRUCTIONS & CONTINGENCY NOTES

PREPARED BY (SIGNATURE/ DATE) _____

APPROVED BY (SIGNATURE/ DATE) _____