

Workshop Fee Calculation Sheet

Workshop Name: _____

Instructor: _____

Date(s): _____

Time: _____

Location: _____

Number of Students: Minimum _____ Maximum: _____

Instructor's Fee: per Day \$ _____ X _____ Days \$ _____

Travel (airfare/mileage/flat rate): \$ _____

Lodging: Hotel or Guild Member \$ _____

Meals: _____ Days @ \$ _____ per day for Class Day lunches \$ _____

 _____ Days @ \$ _____ per day Breakfast & Dinners \$ _____

Classroom Rental: _____ Days X \$ _____ per day \$ _____

Room set-Up Charge: \$ _____

Workshop Costs Others: \$ _____

Total Cost for Workshop: \$ _____

Cost per Member based on number of students: _____ (example: 10)

Workshop Total divide by number of students: \$ _____ /10 = \$ _____

Sharing Travel with another guild? No _____ Yes _____

Guild Name: _____ Contact: _____

Notes:

Contract signed/date:

Deposit made/date:

Location confirmed/date:

Advertising for Workshop Begins: