OCETFO Cost of Event Form

Name of Committee:_____ Event Date:_____

Name of Organizer(s): _____

Event Name: _____

Location: _____ Presenter: _____

# of Registrants: _____ # of Attendees: _____

ITEM		DETAILS	BUDGET $	ACTUAL $
Food & Drink				
Presenter (including honorarium and/or gift)				
Prizes & Giveaways				
Resources (e.g. books)				
Other (e.g. accommodations)				
TOTAL:			**$**	
Funding from other sources e.g. Incentive Funding:			**$**	

Total Cost to OC ETFO Committee:	**$**