

# Budget/Planning Worksheet

Church Use Only - Do not submit to sdyce

<b>Transportation</b>	
Estimated Gas/Mileage	(a)
Estimated Rental	(b)
CALCULATION: Total Transportation (a)+(b)	(c)

<b>Lodging</b>	
Number of Rooms	(d)
Price Per Room (Including Taxes/Fees)	(e)
CALCULATION: Total Lodging (d)x(e)	(f)

Keep in mind, Ramkota will allow you to put more than 4 people in a room. This can help keep your price down, or be used to help cover the cost for people you wish to scholarship.

<b>Total Church Costs</b>	
CALCULATION: Total Estimated Church Cost (c)+(f)	(g)
Budget Buffer/Emergency Fund	(h)
Estimated Number of Participants (include only the number who will be paying your church for lodging and transportation)	(i)
CALCULATION: Estimated Cost Per Participant [(g)+(h)]/(i)	(j)

“**Estimated Cost Per Participant**” does not include the registration fee which should be added in to the total cost charged to the participant. This worksheet does not factor in the cost of meals. If you include any meals in your price, you will need to add that manually.

**Line “j” contains your estimated cost per paying participant not including convention registration or any extra activities. This total should be added to the convention registration fee to determine the amount to charge your students.**