

# WORKSHEET A: Site Fee Worksheet

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Autocrat: \_\_\_\_\_ Assistant \_\_\_\_\_

STEP 1: Determine the cost of the site.

TOTAL COST OF THE SITE: \$ \_\_\_\_\_

What the site owners will charge us to use the facilities. Include any extra costs for Royal rooms, kitchen access, etc. Include your expected archery lane fees if this is for 12<sup>th</sup> Night or DragonSlayer. Fill in the "Expense" section of the Event Budget spreadsheet and make sure you've covered everything.

STEP 2: Determine the Expected, Realistic Size \_\_\_\_\_

The number of people likely to attend. Keep in mind any restrictions on numbers of people that the site may have. Check the numbers from the past two or three years to get an idea of realistic expectations. Do not include complimentary attendees or children.

STEP 3: Determine the Cost Per Person

SITE COST PER PERSON:

\$ \_\_\_\_\_ / \_\_\_\_\_ = \$ \_\_\_\_\_  
Site cost / Expected Size = Site Cost/person

STEP 4: Determine the Ancillary Support Cost

TOTAL ANCILLARY COST: \$ \_\_\_\_\_

Biffy rentals, site personnel fees (janitors, security, etc.), A&S contest supplies, tourney prizes, etc. all come under this heading. Sum up all the extra costs. Fill in the "Expense" section of the Event Budget spreadsheet and make sure you've covered everything.

ANCILLARY SUPPORT COST PER PERSON

\$ \_\_\_\_\_ / \_\_\_\_\_ = \$ \_\_\_\_\_  
Ancillary cost / Expected Size = Ancillary Support Cost/person

STEP 5: Sum up the costs to determine your budget.

Site Cost/Person \$ \_\_\_\_\_

Ancillary Support Cost/Person \$ \_\_\_\_\_

TOTAL COST per PERSON \$ \_\_\_\_\_

This is what it will cost Montengarde to have each person attend the event.

STEP 6: Work out your profit margin. How much will the event make over costs? Add this to the previous figure and round up the total cost per person to the nearest whole dollar, with the understanding that this figure may be changed later.

ROUNDED AMOUNT \$ \_\_\_\_\_

This will be the site fee per person for those attending for the day (day trip fee.) If there will be additional site costs for some people (for camping, feast, etc.), see below. Fill in the “Income” section of the Event Budget spreadsheet with your site fee amount and realistic attendance and make sure you are showing the profit you intended.

STEP 8: (OPTIONAL) Determine the Camping Fee \$ \_\_\_\_\_

Sometimes, a site will have both day activities and camping available, and an extra fee will need to be charged those who are camping. Determine this by any extra fees the site charges for camping spaces divided by number of spaces available. This calculation will likely vary depending on the site used. If you have any questions on how to compute this, consult with your assistant autocrat or the seneschal.

STEP 9: Now you can determine the price you will need to charge per person. Now is the time to determine what price breaks you will give to children. You can figure this based on the number of people with families who are likely to attend. Again, consult your assistant autocrat or seneschal if you have questions. Generally, we allow children under 6 to attend for free and provide a discount to children 7 to 16.

ADULT DAY TRIP SITE FEE \$ \_\_\_\_\_

ADULT CAMPING FEE (if applicable) \$ \_\_\_\_\_

CHILD DAY TRIP SITE FEE \$ \_\_\_\_\_

CHILD CAMPING FEE (if applicable) \$ \_\_\_\_\_

Fill in the “Income” section of the Event Budget spreadsheet with your site fee amounts and attendance expectations.