

# WORKSHEET B:

## Feast Planning Worksheet

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

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

Head Cook: \_\_\_\_\_

All calculations on this worksheet must be made in consultation with the head cook.

STEP 1: Determine the maximum number that the feast hall will seat comfortably, how many persons you feel you can reasonably cook for or, alternatively, how many people will realistically want to be “on-board”. Do not include complimentary attendees.

Keep in mind the number of tables and chairs the site may have, and whether additional ones will need to be rented. Such rentals will be an ancillary support cost of the event.

MAXIMUM NUMBER OF PAYING FEASTERS: \_\_\_\_\_

STEP 2: Determine the likely cost of the feast, adding up all costs for food and related supplies. Include in this the food costs for complimentary attendees. The feast cost should be determined by the head cook [Note: Some Head Cooks may prefer to give you a “per person” cost for their feast. If so, multiply this by the TOTAL number you will be serving (including complimentary attendees and children) to determine you totals]. Fill in the “Expense” section of the Event Budget spreadsheet and make sure you’ve covered everything.

TOTAL COST OF FEAST: \$ \_\_\_\_\_

STEP 3: Determine the feast cost per person.

\$ \_\_\_\_\_ / \_\_\_\_\_ = \$ \_\_\_\_\_

Total cost of feast / # of paying feasters = Feast cost/person

This is how much it will cost Montengarde to feed each person.

STEP 5: Work out your profit margin. How much will the feast 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 is your feast fee per person. . 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.