

# LEIGH ESTUARY U3A -- EVENT PROPOSAL FORM

Organiser:	Group:	Phone:
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e-mail address:
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Date of Event:
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Start time:
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Finish time:
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Name/Description of Event:	
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Coach Company:	Contact:	Coach Capacity:
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Other provider:	Contact:
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### ***Whole-party costs***

	Coach	COST:
	Driver Gratuity	COST:
Other whole-party costs ( <i>please specify</i> ):	1.	COST:
	2.	COST:

<b>SUB-TOTAL OF WHOLE-PARTY COSTS:</b>	
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### **Costs per head** ( eg tickets, inclusive refreshments – *please specify* )

*only include here items that are governed by the number actually attending on the day; in other cases treat as whole-party*

1.	<i>Cost per head:</i>	
2.	<i>Cost per head:</i>	
3.	<i>Cost per head:</i>	

**>>>>>> CHECK!! : HAVE YOU INCLUDED ALL POSSIBLE COSTS? <<<<<<**

Please state here the charge you propose to make to each member	<u><b>CHARGE:</b></u>
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How many members have already expressed an interest?
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<u><b>Other relevant comments:</b></u>