

TO: MIKE LAW, EXOKT / PLANNING
& TECHNOLOGY
FAX: 17089525033

FROM: GREG ROSS

PAGES: 6

13 June, 1991

MEMO

TO: VHPA EXECUTIVE COUNCIL

FROM: GREG ROSS, PRESIDENT

RE: RENO REUNION BUDGET

Tom Percy, Reno Reunion Chairman, has asked me to distribute the attached Reno Reunion Budget to all members of the Executive Council for discussion at tonights conference call.

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SEN-N-SUCH

08/11/91 11:30

P02

VHPA PROPOSED BUDGET

Ch3

July 4-7 1991

<u>ITEM</u>	<u>ESTIMATED COST</u>	<u>ACTUAL COST</u>
I REGISTRATION EXPENSES.....	\$ 8100	
A. Administration	1700	
Computer Rentals	550	
Computer Paper	45	
Computer Labels	25	
Registration Manila Envelopes	60	
Scotch Tape	5	
Pens	5	
Marks-a-Lot	0	
Push Pins	0	
Typing Paper	0	
Legal Paper Tablets	5	
Name Tags/Plastic Badges	0	
Printing..Nametags	60	
Writing Counters (Rental)	150	
Envelopes	15	
Copies during reunion	100	
Promotionals	0	
Telephone Insatll	500	
Telephone Usage	75	
Misc	100	
TOTAL	1695	
B. Postage/Shipping	200	
Postage	150	
Shipping	50	
Misc	0	
TOTAL	200	
C. Give-a-ways	6200	
Kids Buttons	0	950
Reunion Buttons	950	
Reunion Mugs (Plastic)	3200	3600
Scarfs/Garters	1925	2065
TOTAL	6075	
D. Parking	0	
Parking	0	
Misc	0	
TOTAL	0	

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06/11/91 11:30

P03

II CONTRACT LABOR.....\$ 1200

Contract Labor (Conv Auth)	375
NY Natl Guard (Opening)	50
JROTC (Car Gas)	15
Security (Banquet)	500
Misc	260

TOTAL	<u>1190</u>
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III VIDEO EQUIPMENT.....\$ 1000

Overhead Projector	
Slide Projector/Screen	
Large Screen	
Podium (Business Meeting)	

TOTAL	<u>1000</u>
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IV MISC EQUIPMENT RENTALS.....\$ 1200

Banquet Floor	100
Walkie/Talkies	150 (7)
Vendor Tables	700
Automobiles (2 Vans)	0
Airport Banner (Purchase)	0
Misc	200

TOTAL	<u>1150</u>
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V PRE REUNION EXPENSES.....\$ 300

Telephone	100
Business Cards	0
Stamps/Mailings	125
Envelopes	5
Misc	25

TOTAL	<u>255</u>
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VI AWARDS.....\$ 500

Plaques (Sparks Mayor)	0
(Board Mbrs)	250
(Nugget)	0
Certificates: F/B & Catering	50
Trophies: Golf	100
Ladies Event	100
Carrier Qualify	50

TOTAL	<u>550</u>
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P04

VII DECORATIONS/Balloons.....\$ 600TOTAL \$ 600VIII MEALS OUTSIDE MUGGET.....\$ 200

Reunion Committee 100

Reunion Planning 175

Executive Board 400TOTAL 675IX FOOD/BEVERAGE.....\$ 4600

Coffee @ Registration 700

Unit History Luncheon (200) 0

Cost per...12.50

Kids Events 50

Business Meeting Coffee 500

Ladies Event (300) 350

Banquet: (1000) 0

Banquet Guests (10) 250

Champagne 2400

Individual Cost: \$35

Executive Board Bkfst 200TOTAL \$ 4450X ENTERTAINMENT.....\$ 2300

Friday DJ 800

Luncheon Speaker 450

Ladies Event 600

Wild West Show 3500

Saturday PM Band 1800TOTAL 7150

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SEN-H-SUCH

06/11/91 11:40

P05

XI BUSES/BUS TOURS.....\$ 5000

BUS TOUR..Tahoe/Virginia City \$ 5000

Lunch Provided (Our cost per individual...\$22.00)

Individual Cost: Adult \$27

Kids 20

TOTAL \$ 5000XII MISC.....\$ 1200

Business Meeting Supplies 36

Tickets for Banquet 100

Misc Flyers 175

Printed Posters 100

Poster Board 25

Display Easels (Rented) 100

Plywood for Vietnam Map 25

Life Membership Raffle/Tickets 0

Misc 500TOTAL 1110XIII RESERVE.....\$ 2000

TOTAL REQUIRED FOR THE 1991 REUNION AT RENO NEVADA:

Change #3 \$ 33,800.00

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06/11/91 11:40

P06

YHPA REUNION REVENUE

Ch 5

July 4-7 1991

I BACKGROUND:

Projected Pilots Registering:	575
Adult Guests:	345
Children:	10
Projected Totals:	930

II REGISTRATION:

Early Registration	435 people	@ \$20.00/person	\$ 8700.00
Late/On Site	495 people	@ \$25.00/person	12375.00
TOTAL:			21075.00

III Unit Historical

Luncheon	(200)	\$1.00/profit	@ \$12.50/person	200.00
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IV Banquet	(900)	\$10.00/profit	@ \$35.00/person	9000.00
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V Bus Tour	(600)	\$ 5.00/profit	@ \$27.00	3000.00
TOTAL:				3000.00

VI Raffle Tickets for Life Membership				500.00
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VII Vendor Sales				2000.00
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PROJECTED REVENUE FOR 1991 REUNION AT RENO, NEVADA:

\$ 35,775.00

(If all goes well, there should be a small profit of \$ 1975.00)