

Event Logistics Charges Summary

Item	Description	Charge
Venue Rental	Main Ballroom (8 hrs)	\$2,000
Audio/Visual	Microphones, Speakers, Projector	\$500
Catering	Buffet Lunch for 100 guests	\$1,500
Decoration	Stage, Centerpieces, Signage	\$800
Transportation	Shuttle Service (3 trips)	\$300
Total		\$5,100

Additional Notes: