

Jingle Bell Family Fun Fest

Budget Estimate for December 20th

Income	Estimated	DDB Funds
Estimated Vendor Fees	\$8000.00	
Sponsorship	\$1500.00	
DDB Grant	TBD	\$12,900
Total		
Expense		
Venue Rental	\$2000.00	Permit for Coachman Park / Special Events (Venue Fess) Green - Lower Plaza - Cleveland St Ext - BayWalk Promenade - App Fee - Staff Fee
Entertainment	\$1000.00	Characters
Marketing and Promotion	\$9000.00	PR + Marketing Material + Video/Photo + Advertising + Social Media + Prizes for Contests
Decor and Design	\$2500.00	Holiday Themed on the stage and other areas
Audio-Visual Equipment	\$4500.00	Sound System + Stage + Kids Zone
Printing and Stationery	\$500.00	Office Supplies
Security	\$1000.00	1 Security Officer overnight Fri/Sat
Insurance	\$0.00	Event liability covered
City Fees	\$2400.00	Signage (Parking) / Trash Cans / CPD (Police) / SunStart (EMS)
Staff Costs	\$1500.00	Associates for decoration, contests, kids zone, entertainment, vendor and attendees support, load in/out, media
Porta Potties	\$600.00	1 STD Porta Potties + 2 ADA and double sink
Refreshment / Meal for Staff	\$500.00	Water / Ice / Meals
Total	\$25500.00	