

MCSC TRIP/EVENT PROPOSAL FORM

***All Club-sponsored/branded Trip & Events MUST have Board Approval before announcing/offering.**

Proposed By: _____
 Contact Phone, Email: _____

Fill in All YELLOW boxes

WHAT: Trip/Event title: _____
 Brief description: _____

WHEN: Arrival DATE: _____
 Depart DATE: _____
 Other info: _____
 Other info: _____

WHERE: Destination: _____
 Meet Point: _____

HOW: Sign-Up Method: _____
 Event Website: _____
 Transportation: _____
 Comments: _____

WHO: Who can attend? _____
 Members? NonMembers? _____ *NOTE: Board must decide Guest Pricing.

DEPOSIT Required? Cancel Penalties?

COSTS (Expenses):

Direct Costs: (per Contract or Agent)	Unit Cost	Quantity	Total Direct
FIXED COSTS: (for entire event/trip, no matter how many people)			
FixedCost1 (e.g. room rental fee)	\$ -	1	\$ -
FixedCost2	\$ -	1	\$ -
FixedCost3	\$ -	1	\$ -
Total Fixed Costs			\$ -

Number of Spots Available (per quote): 1

VARIABLE COSTS: PER PERSON: (varies based on number of attendees)	Unit Cost	Quantity	Total
VariableCost1 (e.g., Hotel cost per person Double Occupancy)	\$ -	0	\$ -
VariableCost2	\$ -	0	\$ -
VariableCost3	\$ -	0	\$ -
VariableCost4	\$ -	0	\$ -
VariableCost5	\$ -	0	\$ -
Total Variable Costs			\$ -

ADDITIONAL FEES (Taxes, Tips, Extras)	Leave 0 if already included in price	Unit Cost	Quantity	Total
Gratuity ENTER XX% if Required by contract	0%	\$ -		\$ -
Tax (use 6.625% (if not included in contract)	0%	\$ -		\$ -
Other Fees		\$ -		\$ -
Total Additional Fees				\$ -

SubTotal: Direct Costs TOTAL GROUP \$ -

Price: **WHAT IS INCLUDED** : _____
 Price: **NOT INCLUDED**: _____

Indirect Costs: (aka "Extras") - Per Person	Unit Cost	Quantity	Total Indirect
Group Meals/Refreshmentsn (Happy Hour Budget Per Person)	\$ -	0	\$ -
Group Transportation (* if NOT in CONTRACT Pkg Price) = ROUNDRIP	\$ -	0	\$ -
Group Gratuities (euro dining staff, drivers, hotel group luggage, etc)	\$ -	0	\$ -
Other (specify)	\$ -	0	\$ -
Other (specify)	\$ -	0	\$ -
SubTotal: Indirect Costs Per Person			\$ -

SubTotal: Indirect Costs TOTAL GROUP \$ -

Total Costs (Direct + Indirect) TOTAL GROUP \$ -

FINAL PRICING

Total Cost to be Covered (from above):	\$ -	calc
Divided by Number of Attendees (from above)	Basic Cost Per Person to Cover \$ -	calc
MCSC BOARD Administrative Fee- Per Person	ENTER Admin Fee \$ Per Person (*from Board) \$ -	input
	Calculated MEMBER Cost to Cover per PERSON \$ -	calc

This is your Proposed Price to the Board: Final MEMBER PRICE (per Person) \$ - input

Total Collections Expected (Cost PP x #people)	\$ -	calc
NET Earnings after Expenses (**CANNOT BE NEGATIVE**)	\$ -	calc
NON-MEMBER/GUEST Fee (Additional)	\$ -	input
Final NON-MEMBER Price (If applicable)	\$ -	calc

ADDITIONAL FEE OPTIONS - per TRIP POLICY, requires BOARD PRE-APPROVAL

Cancellation & Change Fees -- PER VENDOR CONTRACT. Per Contract per Individual