

The 2014 Louisville Symposium on Heart Disease in Women: Update on Treatment and Prevention
Saturday, June 28th

Source of Project Cost

	PROJECT TASKS	Anticipated Cost	Additional Cost	Actual Expense	TOTAL PER TASK	Notes
ADVERTISING	Postcard Printing	\$1,250.00	\$0.00	\$0.00		UofL Development \$250, Printing \$1/card, 1000
	Postcard Postage	\$340.00	\$0.00	\$0.00		Bulk mail \$0.34
	Brochure and Registration	\$1,250.00	\$0.00	\$0.00		UofL Development \$250, Printing \$1/brochure, 1000
	Brochure Postage	\$340.00	\$0.00	\$0.00		Bulk mail \$0.34
	Local JH/UofL Advertising	\$500.00		\$0.00		\$100/poster (per UofL)
	Louisville Medical Magazine	\$2,250.00		\$0.00		\$750/month for full page add
	GLMS X 3 months	\$2,100.00		\$0.00		\$700/month for 1/2 page add
	Website/Development	\$500.00	\$0.00	\$0.00	\$0.00	
	Subtotal	\$8,530.00	\$0.00	\$0.00	\$8,530.00	
REGISTRATION	On-line Registration charge	\$600.00	\$0.00	\$0.00	\$0.00	(6% per participant if via CollegeNet)
	On-Site Registration	\$100.00	\$0.00	\$0.00	\$0.00	Staffing+ 6% per participant
	Subtotal	\$700.00	\$0.00	\$0.00	\$0.00	\$700.00
EVENT	Site Fee	\$2,000.00	\$0.00	\$0.00	\$0.00	Estimate Room fee - Email to Ruth Brown
	Audio Visual Equipment	\$500.00	\$0.00	\$0.00	\$0.00	As above
	Audio Visual Technician	\$0.00	\$0.00	\$0.00	\$0.00	As Above (\$25/hr X2)
	Parking	\$500.00	\$0.00	\$0.00	\$0.00	Est \$5
	Support of Exhibits	\$500.00	\$0.00	\$0.00	\$0.00	Tables/Chairs/table cover
	Printing Cost Syllabus/Handouts	\$2,050.00		\$0.00	\$0.00	UofL \$15/syllbus +\$200 set up
	Name Badges	\$200.00				\$2.00/badge
	Faculty Honoraria	\$0.00				
	Faculty Housing	\$0.00				
	Faculty Travel	\$0.00				
	Disclosures and Conflict of Interest Resolution	\$100.00	\$0.00	\$0.00	\$0.00	Per UL CME/PD
Subtotal	\$5,850.00	\$0.00	\$0.00	\$0.00	\$5,850.00	
FOOD AND BEVERAGE	Continental Breakfast	\$1,500.00	\$0.00	\$0.00		Conference Catering (\$7.50/pp; +tax/set up/clean up)
	Beverages/Snacks	\$500.00	\$0.00	\$0.00		
	Lunch	\$2,500.00	\$0.00	\$0.00		Conference Catering (\$17.00/pp - sandwich buffet; box lunch \$12/pp)
	Dinner/Event	\$7,500.00	\$0.00	\$0.00		
	Subtotal	\$12,000.00	\$0.00	\$0.00	\$12,000.00	

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OTHER COST	ACCME Category 1 Credit (CME)	\$3,000.00	\$0.00	\$0.00	\$0.00	
	MISC	\$500.00	\$0.00	\$0.00	\$0.00	Full day course for 7 Category 1 hours \$2000 CME +\$300 Nursing + 7X\$100 Office Supplies/Incidentals
	Logo	\$300.00				
	Schwag	\$1,000.00	\$0.00	\$0.00	\$0.00	Event bag with Logo/Water/Pen
	Staff	\$1,000.00				10 people at \$10/hr X 10 hrs
	Subtotal	\$5,800.00	\$0.00	\$0.00	\$0.00	\$5,800.00

Subtotals	\$32,880.00	\$0.00	\$0.00	\$0.00	\$32,880.00	
Risk (Contingency)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Insurance
Total (Scheduled)	\$32,880.00	\$0.00	\$0.00	\$0.00	\$32,880.00	