

Reunion YEAR
SAMPLE College Reunion Invoice

Item	Unit Cost	Units	Cost	Description
<u>REUNION INFRASTRUCTURE AND COSTS</u>				
Green Fee	\$79		\$0.00	ages 18+
Partial Green Fee			\$0.00	
Credit				
subtotals			\$0.00	
<u>COMMUNICATIONS</u>				
Printing & Mailings				
Miscellaneous			\$0.00	
*expenses via CA on mailings				see itemized list
subtotals			\$0.00	
<u>STUDENT WORKERS</u>				
Head Worker	\$1,065	1	\$1,065.00	
Assistant Worker(s)	\$970	4	\$3,880.00	
Head Bartender	\$660	1	\$660.00	
Asssitant Bartender(s)	\$610	5	\$3,050.00	
subtotals			\$8,655.00	
<u>SPECIAL PROGRAMS, SET-UPS, TRANSPORTATION & MISC.</u>				
Additional AV				
Class Van Rental				
Memorial Rehersal	\$200		\$0.00	
Photographer	\$500		\$0.00	
Transportation				
Miscellaneous				
subtotals			\$0.00	
<u>CHILDCARE</u>				
Childcare Coordinator Fee	\$950	1	\$950.00	
subtotals			\$950.00	
<u>REUNION KIDS PROGRAMS</u>				
Junior (6-12) \$140/ Thu \$120/ Fri	\$140			
Teen (13-17) \$120/ Thu \$100/ Fri	\$120			
subtotals			\$0.00	
GRAND TOTAL			\$9,605.00	
PAID				
AMOUNT DUE			\$9,605.00	
<u>Notes:</u>				
1. Payment due on first day of reunion. Please make checks payable to: Dartmouth College.				
2. If other charges arrive after this bill the Class will be contacted for payment.				
3. All caterers including Dartmouth Dining Services (DDS) will bill each class directly for meals.				
4. Billing for newsletters is sent directly to the Class treasurer and is not filtered through the reunion account.				
<u>Disclaimer:</u> The Division of Alumni Relations reviews its programming on an annual basis and reserves the right to modify programmatic offerings, fee schedules and dates to accommodate changing class sizes, housing constraints and fiduciary responsibilities.				