



Special Event Costing

The completion of the Special Event Cost sheet for events requiring more than 10 units will give you the cost of doing the event plus an added gross margin. The figures shown are hypothetical and intended only to show how to develop and determine your cost. Additional costs or add-ons are the responsibility of your company.

Instructions for completing the Special Event worksheet as well as blank Special Event worksheets follow immediately after the completed example.

SPECIAL EVENT COST SHEET

Customer Name V.F.W. Date Oct 199

Name of Event Riverfront Days

Location Rockford

Dates from 11-30 19 to 12-1 19

Number of Reg. Units 36 Number of handicap units 0 Number of Handwash 0

Number of weekday cleans 0 Number of weekend or holiday cleans 2

Round trip mileage per trip 40 miles (20 over, 20 back)

SPECIAL NOTES Deliver on Friday 11/29. Pick up on Monday 12/2.
Service requested Saturday a.m. and Sunday a.m.

Manpower & equipment required: Number of personnel required 2

Number of route trucks & size 1- Small

Number of P&D trucks required 1 (8-unit) Number of trailers and size 1 (10-unit)

Cost per mile P&D truck \$0.51 Cost per mile route truck \$0.44

Regular labor rate per hour \$10.00 Overtime labor rate per hour \$15.00

Deodorizer cost per service \$0.30 Toilet paper per roll \$0.30

Spice Spray/Service \$0.10 Other _____

P&D mileage = # of trips 4 x round trip mileage 40 x cost per mile .51 = \$ 81.60

Service mileage = # of trips 3 x round trip mileage 40 x cost per mile .44 = \$ 52.80

P&D hrs. weekdays = # of trips 4 x hrs. per trip 3 x cost per hour 10.00 = \$ 120.00

P&D hrs. weekend days = # of trips _____ x hrs. per trip _____ x cost per hour _____ = \$ _____

Service hrs. weekdays = # of trips 1 x hrs. per trip 4 x cost per hour 10.00 = \$ 40.00

Service hrs. weekend days = # of trips 2 x hrs. per trip 4 x cost per hour 15.00 = \$ 120.00

Deodorizer = cost per service .30 x # of services 3 x 36 units = \$ 32.40

Toilet paper = cost per roll .30 x 2 rolls x 3 services x 36 units = \$ 64.80

Spice Spray = cost per service .10 x # of services 3 x 36 units = \$ 10.80

Cost = \$ 522.40

To Add 55% Gross Margin - .45 = \$ 638.48

Total = \$ 1160.88

INSTRUCTIONS

- A. Fill out lines 1- 4.
- B. Line 5. Determine by customers needs, your experience and the use of the Special Event slide calculator.
- C. Fill out lines 6 - 9.
- D. Line 10. Determined by equipment available. Pick-up and deliver with the least amount of trips.
- E. Line 11. P&D and route truck costs per mile are developed over gross to one-year of history of actual operating costs. ie. fuel, tires, clutches, etc.
- F. Fill out lines 12, 13, 14.
- G. Line 15. P&D mileage is the cost for the truck only.
- H. Line 16. Service mileage is the cost for the service truck only.
- I. Line 17. P&D hours are weekly hours for the driver.
- J. Line 18 P&D hours is weekend hours for the driver.
- K. Line 19. Service hours are hours for weekday driver only.
- L. Line 20. Service hours are hours for weekend driver only.
- M. Line 21, 22, 23 - expendable products. Remember you initial service when delivery is made.

At this time you can add up all your costs. This is what the event costs you. Do not go below this. To add a 55% gross margin divide by point 45. This cost estimate sheet is only a guide to help you have a more profitable event.

SPECIAL EVENT COST SHEET

Customer Name _____ **Date** _____

Name of Event

Location

Dates from _____ year _____ **to** _____ year

Number of Reg. Units _____ **Number of handicap units** _____ **Number of Handwash** _____

Number of weekday cleans _____ **Number of weekend or holiday cleans** _____

Round trip mileage per trip _____

SPECIAL NOTES _____

Manpower & equipment required: Number of personnel required _____

Number of route trucks & size _____

Number of P&D trucks required _____ **Number of trailers and size** _____

Cost per mile P&D truck _____ **Cost per mile route truck** _____

Regular labor rate per hour _____ **Overtime labor rate per hour** _____

Deodorizer cost per service _____ **Toilet paper per roll** _____

Spice Spray/Service _____ **Other** _____

P&D mileage = # of trips _____ x round trip mileage _____ x cost per mile _____ = \$ _____

Service mileage = # of trips _____ x round trip mileage _____ x cost per mile _____ = \$ _____

P&D hrs. weekdays = # of trips _____ x hrs. per trip _____ x cost per hour _____ = \$ _____

P&D hrs. weekend days = # of trips _____ x hrs. per trip _____ x cost per hour _____ = \$ _____

Service hrs. weekdays = # of trips _____ x hrs. per tri _____ x cost per hour _____ = \$ _____

Service hrs. weekend days = # of trips _____ x hrs. per trip _____ x cost per hour _____ = \$ _____

Deodorizer = cost per service _____ x # of services _____ x units _____ = \$ _____

Toilet paper = cost per roll _____ x 2 rolls x _____ services x _____ units = \$ _____

Spice Spray = cost per service _____ x # of services _____ x _____ units = \$ _____

Cost = \$ _____

To Add 55% Gross Margin - .45 = \$ _____

Total = \$ _____

- Notes -