



Valley Vineyard Christian Fellowship, 6642 Reseda Blvd, Reseda, Ca 91335

Retreat Information Sheet

Please keep a copy and place original in Leroy's Box and a copy in Grace's Box

Ministry Name _____

Leaders Name _____

Retreat Name _____

Date(s) of Retreat _____

Place of Retreat _____

Goal of Retreat _____

Cost Breakdown

Lodging Cost $\frac{\text{_____}}{\text{(Per Day)}} \times \frac{\text{_____}}{\text{(# of days)}} = \text{_____}$ Sub-total $\times \frac{\text{_____}}{\text{(# of People)}} = \text{_____}$ (Total)

Meals* $\frac{\text{_____}}{\text{(Per Meal)}} \times \frac{\text{_____}}{\text{(# of meals)}} = \text{_____}$ Sub - Total $\times \frac{\text{_____}}{\text{(# of People)}} = \text{_____}$ (Total)

Food Cost _____

* For retreats food cost maybe grouped with lodging put all there. Put extra food cost here i.e. Hospitality)

Meeting Room fee _____

Speaker Cost _____

(Include any transportation, lodging and meal cost)

Advertising Cost _____

Material Cost _____


(i.e. Folders, hand outs, etc.)

Printing Cost _____

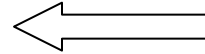
(Please be aware the Valley Vineyard has extensive print equipment available to help with this need)

Turn over to continue

Misc. Cost _____ (i.e. Decorations, tables or chairs, etc.)

Total for Event _____ Divide by _____ = 

Cost per Person _____
(This should be the amount charged for Retreat)
Attach any contract to this form)



Office Use only

Date _____ Approved by _____