

# Event Coordination Billing Sheet

## Event Details

Event Name

Date

Location

Coordinator Name

## Client Details

Client Name

Contact Information

## Billing Items

Description	Qty	Unit Price	Amount
e.g. Venue Rental	1		
e.g. Equipment	1		
e.g. Staffing	1		
<b>Total</b>			

## Notes / Comments

Additional notes or comments

Prepared By

Date