



Michigan Silversmiths Guild

June 1st, 2006

To the Board:

This is a courtesy letter and explanation for costs incurred for our participation in the Ann Arbor South University Art Fair. The art fair committee has voted to purchase the following items for the art fair.

Quantity	Description	Estimated Cost
1	10' x 10' tent from Sams Club	200
2	10' vinyl banners with the guild logo & web address	160
2500	Post cards advertising the guilds activities	130
1	Booth space	375
1	Electricity	75
-	Misc. office supplies (price tags, receipts, etc.)	50
	TOTAL:	990

The items listed above will be purchased through monies received through call for entry fee and participation fee.

Quantity	Description	
13	Call For Entry @ \$25	325
12	Participation Fees @ \$75	900
	TOTAL:	1.225

These figures are only an estimate we expect that their will be changes to these figures as the planning solidifies.

The tent, banners, and postcard will be available for future use by the board and membership at large.