

## **SPECIAL EVENTS WORK SHEET**

	<b>Event:</b> HDG Arts Collective Drive-In Musical Performance	<b>Tracking ID:</b> 1011200014				
	<b>Dates:</b> 8/21/2020 (8/22/2020 rain date)					
	<b>Time of set up:</b> 6:30 pm - gates open					
	<b>Take down time:</b> 10 pm - 11:30 pm					
	<b>Time of actual event:</b> 7:30 pm - 10 pm					
	<b>Location:</b> HDG Community Center					
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>PD</b>	2		4	\$113.00	4	\$678.00
<b>Notes</b>						
	<b>Number of personnel</b>	<b>Regular Pay (Hours)</b>	<b>Overtime Pay Hours*</b>	<b>FULLY Loaded Wage**</b>	<b>Estimated Hours</b>	<b>Total Estimated Cost</b>
<b>DPW</b>	2	4		\$41.75	4	\$167.00
<b>Notes</b>	Bathrooms cleaned and stocked for event. Trash/Recycling cans delivered and emptied. Cones and parking spaces set-up on grass.					
	4	4	4	\$154.75	8	\$845.00
<b>Grand Total</b>						
<b>REVISION 1/10/2020</b>	*Note: OT salary is 1.5 times average salary: ** Note 2 - FULLY Loaded Wage provided by the Finance Department includes Wages, Fringe Benefits & Materials based on the U.S. Department of Health and Human Services Division of Cost Allocation (DCAA)					