

Kate Valentino

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# INVOICE

INVOICE #1

DATE: 6.2.24-6.16.24

DATE	DESCRIPTION	RATE	HOURS	TOTAL
6.5.24	Work at Deborah's House <ul style="list-style-type: none"><li>Schedule go mixed up so ended up waiting outside house for an hour from 1:30-2:30</li></ul>	\$25	1	\$25
6.6.24	Work at Deborah's House from 11:30am- 3:30pm <ul style="list-style-type: none"><li>Started the creation of the 2024 Maybes, No, and Unreviewed Spreadsheet</li><li>Sorted through and organized physical and digital speaker applications</li><li>Organized hello@tedxhartlandhill.org email and downloaded all applications</li></ul>	\$25 per hour	4	\$100
6.7.24	Work from home 4:00pm- 8:30pm <ul style="list-style-type: none"><li>Finished the spreadsheet and organized all speaker applications</li></ul>	\$25 per hour	4.5	\$112.5
6.10.24	Work at Deborah's House 10:00am- 2:00pm <ul style="list-style-type: none"><li>Updating 2024 Maybes, No, and Unreviewed spreadsheet</li><li>Worked to set up password manager</li><li>Created new mail chimp lists and added contacts to already existing mailchimp lists</li></ul>	\$25 per hour	4	\$100
6.13.24	Work at Deborah's House 10:00am -2:00pm <ul style="list-style-type: none"><li>Worked with Patrick to help test out the website and mailchimp contact functions</li><li>Created a large compiled list of local business and their contact information for possible sponsorship, ads, or merchandise in the bags</li></ul>	\$25 per hour	4	\$100
6.14.24	Remote Work 11:30am-1:00pm <ul style="list-style-type: none"><li>Email upkeep and speaker application organization</li></ul>	\$25	1.5	\$37.5
SUBTOTAL:			19	\$475