1-800-MEETING
BUDGET PLANNER

CLARIFY THE BUDGET

As you make preliminary inquiries, you will quickly see whether the arrangements you have in mind are feasible for your budget. This budget planner will help you keep track of potential costs. Complete this form or make copies for each day of your event. Then total the daily costs to determine the total estimated cost of your event.

ROOMS	NUMBER	RATE	TOTAL
Singles	0	$0.00	$0.00
Doubles	0	$0.00	$0.00
Suites	0	$0.00	$0.00
Hospitality Suites	0	$0.00	$0.00
Meeting Rooms	0	$0.00	$0.00
FOOD AND BEVERAGE*			
Breakfast	0	$0.00	$0.00
Lunch	0	$0.00	$0.00
Dinner	0	$0.00	$0.00
AM Break	0	$0.00	$0.00
PM Break	0	$0.00	$0.00
Reception	0	$0.00	$0.00
Cocktail party	0	$0.00	$0.00
Hospitality Suite	0	$0.00	$0.00
TECHNOLOGY (AUDIO-VISUAL RENTALS)			
Equipment	0	$0.00	$0.00
TRAVEL AND TRANSPORTATION			
Air/Ground	0	$0.00	$0.00
OTHER RENTALS & PROFESSIONAL SERVICES			
Signage	0	$0.00	$0.00
Other Promotional	0	$0.00	$0.00
Invitations	0	$0.00	$0.00
Gifts	0	$0.00	$0.00
Awards	0	$0.00	$0.00
Decor	0	$0.00	$0.00
Guest Speaker	0	$0.00	$0.00
Photographer	0	$0.00	$0.00
Entertainment/Music	0	$0.00	$0.00
Security	0	$0.00	$0.00
Offsite Activities	0	$0.00	$0.00
Other	0	$0.00	$0.00
		TOTAL	
		Grand Meeting & Event Total	$0.00
		Total Cost Per Person (Grand Total /# of attendees)	$0.00 0

*Subject to individual hotel offerings