

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