

# HELPING YOU CREATE SUCCESSFUL EVENTS.

THAT'S OUR PROMISE TO YOU.



## CLARIFY THE BUDGET

In addition to a daily debrief with your dedicated Crowne Plaza® Meetings Director to help you manage your budget, here's a helpful budget calculator to ensure your event and budget remain on track. As you make preliminary inquiries, you will quickly see whether the arrangements you have in mind are feasible for your budget. Complete this form or make copies for each day of your meeting. Then total daily costs to determine the total estimated cost of your event.

ROOMS		NUMBER	RATE	TOTAL
Sleeping Rooms	Singles	_____	_____	_____
	Doubles	_____	_____	_____
	Suites	_____	_____	_____
	Hospitality Suites	_____	_____	_____
				Total
				_____
Meeting Rooms		_____	_____	_____
				Total
				_____

## FOOD AND BEVERAGE

Breakfast		_____	_____	_____
Lunch		_____	_____	_____
Dinner		_____	_____	_____
AM Break		_____	_____	_____
PM Break		_____	_____	_____
Reception		_____	_____	_____
Cocktail Party		_____	_____	_____
Hospitality Suite		_____	_____	_____
				Total
				_____

## TECHNOLOGY/AUDIOVISUAL RENTALS

Equipment	_____	_____	_____	_____
	_____	_____	_____	_____
				Total
				_____

## TRAVEL AND TRANSPORTATION

Air/Ground	_____	_____	_____	_____
	_____	_____	_____	_____
				Total
				_____

## OTHER RENTALS AND PROFESSIONAL SERVICES

Signage		_____	_____	_____
Other Promotional		_____	_____	_____
Invitations		_____	_____	_____
Gifts		_____	_____	_____
Awards		_____	_____	_____
Decor		_____	_____	_____
Guest Speakers		_____	_____	_____
Photographer		_____	_____	_____
Entertainment/Music		_____	_____	_____
Security		_____	_____	_____
Offsite Activities		_____	_____	_____
Other		_____	_____	_____
				Total
				_____

Grand Meeting and Event Total \_\_\_\_\_

Total Cost Per Person (Grand Total/# of Attendees) \_\_\_\_\_

DAY \_\_\_\_\_ OF \_\_\_\_\_