

# 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	_____	_____
Meeting Rooms			Total _____
			Total _____

### Food & Beverage

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

### Rooms

Equipment	_____	_____	_____
			Total _____

### Travel & 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 \_\_\_\_\_