

### 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 meeting. Then total the daily costs to determine the total estimated cost of your event. **We offer an easy-to-use Budget Calculator at [www.crowneplaza.com/meetings](http://www.crowneplaza.com/meetings).**

<b>Rooms</b>		<b>NUMBER</b>	<b>RATE</b>	<b>TOTAL</b>
Sleeping Rooms	Singles	_____	_____	_____
	Doubles	_____	_____	_____
	Suites	_____	_____	_____
	Hospitality Suites	_____	_____	_____
			Total	_____
Meeting Rooms		_____	_____	_____
			Total	_____
<b>Food and Beverage</b>				
Breakfast		_____	_____	_____
Lunch		_____	_____	_____
Dinner		_____	_____	_____
AM Break		_____	_____	_____
PM Break		_____	_____	_____
Reception		_____	_____	_____
Cocktail Party		_____	_____	_____
Hospitality Suite		_____	_____	_____
			Total	_____
<b>Technology/Audio-Visual Rentals</b>				
Equipment	_____	_____	_____	_____
	_____	_____	_____	_____
			Total	_____
<b>Travel and Transportation</b>				
Air/Ground	_____	_____	_____	_____
	_____	_____	_____	_____
			Total	_____
<b>Other Rentals &amp; Professional Services</b>				
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)				_____