

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** _____