

Note: These costs assume a minimum of 75 rooms reserved per night (2 nights)
 Guaranteed Room Rates (do not include tax of 10%)

Standard Room \$89									
Sofa Room \$89									
Executive King \$99									

	Projected Number	Target= 175	Total Cost	Actual
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INCOME:

Registration	30	110	3,300	103	110	11,330.00
Early	145	100	14,500	119	100	11,900.00

Total Adult Registrations	175			222		
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Youth Registration (13-18)	20	45	900	2	45	90.00
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Child Registration (5-12)	5	35	175	5	35	175.00
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Child Care (4 and under)	2	35	70			
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Total Registration Income			18,945.00			23,495.00
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Friday Dinner	60	10	600.00	109	10	1090
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Volunteer Meals						355
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Misc						563.43
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Bookstore			800.00			1441
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TOTAL INCOME			20,345.00			26,944.43
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EXPENSES:

F&B

Fri Dinner-Optional (light)	60	6.75	405.00			1,040.00
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Sat Bkfst -- Cooked or light	150	8.95	1342.50	199	8.5	1,691.50
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Sat Lunch (Del)	175	11.25	1968.75	221	9.45	2,088.45
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Sat Dinner	175	22.95	4016.25	196	22.95	4,498.20
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Sun Bkfst -- Optional (Heavy)	150	8.95	1342.50	196	8.5	1,666.00
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2 Breaks @100 ea (bev only)	200	1.5	300.00			83.40
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Total F&B without tax/grat			9,375.00			11,067.55
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Tax @ 6.5 %			609.38			819.67
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Service Charge @ 20 %			1875.00			2213.51
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TOTAL F&B Expense			11,859.38			14,100.73
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Other Hotel Costs

Cash Bar			50.00	2	50	100.00
Flip charts and poster tents						140.00
Wireless lapel microphones				2	45	90.00
Copies at business center				200	0.1	20.00
Room Charge			0.00			50.00
Total Other Costs			50.00			400.00

Total Hotel Costs			11,909.38			14,500.73
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Printing/Stationery

Reg. Brochure	3000	0.25	750.00	3600	0.337	1,214.05
Confirmation Letter	175	0.26	45.50			

