

**COMMUNITY LIVING AT CONFERENCE SERVICES PLANNING WORKSHEET**

<b>Conference Name:</b>										
<b>Method of Payment:</b>	IDT _____	Invoice _____	Individual Payments (Checks) _____							

**All prices reflect a per person/ per day, night or week basis.**

<b>Conference Dates:</b>										
	# of Staff			# of Participants		# Males				
	Staff Arrival Date			Group Arrival Date		# Females				
	Staff Departure Date			Group Departure Date						
	Total Nights			Total Nights						
<b>Building Request:</b>										

Room Rates	Count	Rates Per Person		# of Nights	Totals
		No Linen	Basic		
Single Room	x			x	
Double Room	x			x	
Youth (5/13)	x			x	
<b>Subtotal</b>					

Notes

Dining Hall	Breakfast		x		x	Days	=	
	Lunch		x		x	Days	=	
	Dinner		x		x	Days	=	
<b>Subtotal</b>								

See Reverse for Meal Breakout

Amount on Each Card	Number of cards	
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Catering	Menu Option:			Count	Meal Rate	=	
Rates are subject to change for events after July 1.							

Notes

Parking		x		x	Days	=	
Weekly Gym Memberships		x		x	Weeks	=	
One-Time Gym Access		x		x	Visits	=	

Group Gym Access								Rental Fees	=	
Notes										
University Multi-Purpose Space					Rates based on actual costs.			Rental Fees	=	
Notes										
University Classroom Space					Rates based on actual costs.			Rental Fees	=	
Notes										
Audio Visual Equipment					Rates based on actual costs.			Rental Fees	=	
Notes										
Other					Rates based on actual costs.			Rental Fees	=	
Notes										
								<b>GRAND TOTAL</b>	=	

