

ALTAIR TRIP / EVENT PLANNING WORKSHEET

NAME OF EVENT:

DATE OF EVENT:

EVENT LEADERS:

Misc. Expenses:	Total cost	÷	# people	=	Cost per person
Admission costs- TOUR	\$	÷		=	\$
Decorations	\$	÷		=	\$
Meals Out-tips/taxes	\$	÷		=	\$
Paper products & utensils	\$	÷		=	\$
Parking fees	\$	÷		=	\$
Printing	\$	÷		=	\$
Prizes	\$	÷		=	\$
Transportation	\$	÷		=	\$
	\$	÷		=	\$
	\$	÷		=	\$
	\$	÷		=	\$
*Event Leaders Incentive Reward (revenue producing events ONLY)	\$				\$

Lodging including room & sales tax	Total	÷	# of people	=	Lodging per person
NO overnight lodging	\$.00	÷		=	\$.00
	\$	÷		=	\$
Same price for all beds	\$	÷		=	\$
Queen bed – 1	\$	÷		=	\$
Queen bed – 2	\$	÷		=	\$
King bed – 1	\$	÷		=	\$
King bed – 2	\$	÷		=	\$
Bunk bed – 1	\$	÷		=	\$
Sofa sleeper -1	\$	÷		=	\$
Sofa sleeper- 2	\$	÷		=	\$
	\$	÷		=	\$
	\$	÷		=	\$

Total Expenses: _____ Total per Person \$ _____

Total Lodging: _____ Total per Person: _____

(*up to the value of a maximum of one place on the event not to exceed \$400 total– to be shared among the Event Leaders by check or gift certificates)

FEES PER PERSON (based on expenses and % to the club)

Lodging including room & sales tax	Per person Lodging (above)	+	Per person misc. exp. (above)	=	Total per person cost (lodging & expenses)	Larger of: X 10% or plus \$2.00 (not to exceed \$30)	Fee per Member	Larger of: X 25% or plus \$5.00 (not to exceed \$75)	Fee per Non-Member
NO overnight lodging	\$.00	+	\$	=	\$	\$	\$	\$	\$
	\$	+	\$	=	\$	\$	\$	\$	\$
Same price for all beds	\$	+	\$	=	\$	\$	\$	\$	\$
Queen bed – 1	\$	+	\$	=	\$	\$	\$	\$	\$
Queen bed – 2	\$	+	\$	=	\$	\$	\$	\$	\$
King bed – 1	\$	+	\$	=	\$	\$	\$	\$	\$
King bed – 2	\$	+	\$	=	\$	\$	\$	\$	\$
Bunk bed – 1	\$	+	\$	=	\$	\$	\$	\$	\$
Sofa sleeper -1	\$	+	\$	=	\$	\$	\$	\$	\$
Sofa sleeper- 2	\$	+	\$	=	\$	\$	\$	\$	\$
			\$		\$	\$	\$	\$	\$
			\$		\$	\$	\$	\$	\$

Per person Member Fee \$ _
 # people allowed X
TOTAL INCOME: \$

Total Income: \$
 Total Expenses: \$ (from above)
 Altair Profit: \$