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	$_	Total Income:	$
# people allowed	X	Total Expenses:	$ (from above)
TOTAL INCOME:	$	Altair Profit:	$

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