

ALTAIR TRIP / EVENT PLANNING WORKSHEET – WITH LODGING

NAME OF EVENT: _____

DATE OF EVENT: _____

EVENT LEADERS: _____

| Misc. Expenses: (A) | 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 (B) 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: \$ (A) Total per Person \$

Total Lodging: \$ (B) Total per Person: \$

(*if 10% ,or 25%, profit is met, event leaders may receive gift certificates equal to the value of one member’s fee, but not more than \$120 per event.)

FEES PER PERSON (based on expenses and % to the club AND ROUNDED UP TO NEAREST EVEN \$)

| Lodging including room & sales tax | Per person misc. exp. (above) (A) | + | Per person Lodging (above) (B) | = | Total per person cost (A-expenses & B-lodging) (C) | Larger of: X 10% or minimum of \$2.00 (not to exceed \$30) | Fee per Member (C) X 10% | Larger of: X 25% or minimum of \$5.00 (not to exceed \$75) | Fee per Non-Member (C) X 25% |
|------------------------------------|--------------------------------------|---|-----------------------------------|---|---|--|-----------------------------|--|---------------------------------|
| 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: \$ (misc. expenses & lodging)
Altair Profit: \$