

PSD 2001 PROJECTED			
Note: These costs assume a minimum of 75 rooms reserved per night (2			
Guaranteed Room Rates (do not include tax of 10%)			
Standard Room \$89			
Sofa Room \$89			
Executive King \$99			
	Projected	Target= 225	
	Number	Cost/pers	Total Cost
INCOME:			
Registration	50	100	5000
Early	175	90	15750
Total Adult Registrations	225		
Youth Registration (13-18)	20	45	900
Child Registration (5-12)	5	35	175
Child Care (4 and under)	2	35	70
Total Registration Income			21,895.00
Friday Dinner	75	10	750.00
Bookstore			800.00
TOTAL INCOME			23,445.00
EXPENSES:			
F&B			
Fri Dinner-Optional (light)	75	6.75	506.25
Sat Bkfst -- Cooked or light	200	8.95	1790.00
Sat Lunch (Deli)	225	11.25	2531.25
Sat Dinner	225	22.95	5163.75
Sun Bkfst -- Optional (Heavy)	200	8.95	1790.00
2 Breaks @100 ea (bev only)	200	1.5	300.00
Total F&B without tax/grat			12,081.25
Tax @ 6.5 %			785.28
Service Charge @ 20 %			2416.25
TOTAL F&B Expense			15,282.78
Other Hotel Costs			
Cash Bar			50.00
Exhibit Tables			0.00
Total Other Costs			50.00
Printing/Stationery			
Reg. Brochure	3000	0.25	750.00
Confirmation Letter	225	0.26	58.50
Thank You Letters	50	0.26	13.00
Conference Packets	225	0.5	112.50
Total Other Print/Stat			934.00
Postage			

Registration Brochure	2500	0.21	525.00
Confirmation Letter	225	0.34	76.50
Thank You Letters	60	0.34	20.40
Total Postage			621.90
Other Expenses			
Youth Program Meals			600.00
Youth Program Room	2.00	97.90	195.80
Child Care - to age 4	20 hrs@\$7 for 2		140.00
Child program 5 - 12	20 hrs@\$7 for 2		140.00
Child meals			100.00
Childcare room (1x2)	2.00	97.90	195.80
Extra Sofa Room	2.00	97.90	195.80
Extra Special Room	2.00	204.60	409.20
Entertainment			700.00
Flowers/Decorations			100.00
Name Tags	250	2.24	560.00
Markers/Misc. Supplies			50.00
Speaker Fees	2	100.00	200.00
Speaker transportation	2		850.00
Speaker rooms incl tax (2x2)	4	102.30	409.20
Registration for award winners	8	100.00	800.00
Contingency			500.00
Cancels/Refunds	5	80.00	400.00
Bookstore			
Total Other			6,545.80
TOTAL EXPENSES			23,434.48
TOTAL INCOME			23,445.00
TOTAL EXPENSE			(23,434.48)
NET INCOME / DEFICIT			10.52