

## Template #1 - AFG Convention Hotel Proposal - 1 of 1

Convention                    20xx IL State AFG Convention  
Date                            October xx-xx, 20xx  
Attendance                 200-250  
Hotel Info:                 Hotel Name - City - Contact

Room Type	Number of people	Friday Cost	Saturday Cost	Sunday Cost	Misc / Cost	Misc / Cost	Friday	Saturday	Sunday	Set-up	Total Cost
<b>Hospitality</b>	20-30						4p-10p	7a-10p	7a-10a		
Cost		\$0.00	\$0.00	\$0.00	na	na					\$0.00
<b>Registration</b>							2p-10p	7a-10p	8a-10a	3 tables, 3 chairs ea	
Cost		\$0.00	\$0.00	\$0.00	na	na					\$0.00
<b>Literature/Raffle</b> (lockable room)							3p-Mid	7a-10p	9a-10a	6 tables, 4 chairs ea	
Room - Cost		\$0.00	\$0.00	\$0.00	na	na					\$0.00
<b>Main - Speaker/Dance</b> Coffee, Hot Tea, Water during specified times only in this room	200-250				Platform	Podium with Microphone	6p-Mid	Noon-4 & 7p-Mid	9a-noon	Theatre or table /chairs also may need dance floor	
<b>Main - Banquet</b>	80-100					xxx.xx/day		5p-7p		Banquet - 8 people per round table (could use main speaker room)	
Room - Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00
<b>Breakout - Al-Anon</b>	40-50						3p-Mid	7a-Mid	8a-10a	Chairs	
Room - Cost		\$0.00	\$0.00	\$0.00							\$0.00
<b>Breakout - Al-Anon</b>	40-50						3p-Mid	7a-Mid	8a-10a	Chairs	
Room - Cost		\$0.00	\$0.00	\$0.00							\$0.00
<b>Breakout - Alateen</b>	10-15						5p-Mid	9a-Mid	9a-10a	Chairs	
Room - Cost		\$0.00	\$0.00	\$0.00							\$0.00
<b>Breakout - AA</b>	20-25						4p-Mid	8a-Mid	9a-10a	Chairs	
Room - Cost		\$0.00	\$0.00	\$0.00							\$0.00
<b>Meeting Room Costs</b>											<b>\$0.00</b>
<b>Banquet</b>	80-100						4p-10p	7a-10p	7a-10a		
Cost		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					<b>\$0.00</b>
<b>Guest Rooms</b> (need room rates \$ xx.xx+xx% tax) [rate same for 1-4 people in room]) Room \$ xx.xx + x.xx = \$ xx.xx Parking = \$ x.xx Total Cost per night = \$ xxx.xx	xx Friday xx Saturday (xx for SIAFG approx 40)				Room Rate		na	na		Guest	
		\$0.00	\$0.00		\$0.00	\$0.00					<b>\$0.00</b>

Questions	Yes/No	Cost		Notes	
Clean-up fee extra		\$0.00			\$0.00
Deposit / Cancellation fee		\$0.00			\$0.00
Monthly meeting room (comp/cost)		\$0.00			\$0.00
Microphone/Podium charge		\$0.00			\$0.00
Food revenue minimum					
Own food/beverages in hospitality room					
Comp Guest rooms					
Coffee, Hot Tea, Water cost / gal					
If dance, union band					
Hotel Service Charge					
<b>Adjustments</b>					<b>\$0.00</b>
<b>Misc Costs</b>					<b>\$0.00</b>
<b>TOTAL COSTS</b>					<b>\$0.00</b>