

**NC STATE UNIVERSITY CONFERENCE SERVICES
2008 PRELIMINARY COST PLANNING WORKSHEET**

Conference Name:

Method of Payment: IDT INVOICE OTHER PAYMENT

All prices reflect a per person/ per day, night or week basis.

CONFERENCE DATES

					to				
		# of Staff				# of Participants			# Males
		Staff Arrival Date				Group Arrival Date			# Females
		Staff Departure Date				Group Departure Date			Age(s)
		Total Nights				Total Nights			

Building(s) Requested:

NOTES

ROOM RATES

	Count	Rates Per Person				# of Nights	TOTALS
		No Linen	Basic	Full	Deluxe		
Single Room	x	\$28.00	\$30.00	\$32.50	\$35.00	x	= \$0.00
Single Room Wolf Village Only	x	\$29.75	\$32.00	\$34.25	\$36.50	x	= \$0.00
Double Room	x	\$17.75	\$20.00	\$22.25	\$24.50	x	= \$0.00
							Subtotal
Housing Discount (1:25)	x	\$27.25	Rate	x		Nights	= Discount \$0.00
							Discounted Subtotal
							\$0.00

NOTES

DINING SERVICES

Dining Hall		Breakfast	x	\$5.00	x	Days	=	\$0.00
		Lunch	x	\$6.50	x	Days	=	\$0.00
		Dinner	x	\$7.25	x	Days	=	\$0.00
							Subtotal	\$0.00
						x 6% Service Charge	=	\$0.00

Declining Balance Cards		Dining Hall Only		or	Unrestricted Use			
(Final charge based on actual usage)								
		Number of Cards	x		Amount on Card		=	\$0.00
						x 6% Service Charge	=	\$0.00

Catering								
	Option:			Count	x	Rate	=	\$0.00
						x 6% Service Charge	=	\$0.00

NOTES

COMPUTER SERVICES

ResNet ID/Wired Internet			x	\$5.00	x	Days	=	\$0.00
Computer Lab Unity ID			x	\$5.00	x	Days	=	\$0.00
							Subtotal	\$0.00

Lab Space Requested: Printing Ability Requested? Yes No
Rental fee may apply if reservation closes an entire computer lab or requires additional staff.

NOTES

ADDITIONAL SERVICES												
					Count	Rates					TOTALS	
Parking					x	\$2.50	x		Days	=	\$0.00	
Telephone Service (includes phone)					x	\$2.50	x		Days	=	\$0.00	
Cable TV Service					x	\$2.50	x		Days	=	\$0.00	
										Subtotal	\$0.00	
NOTES												
RECREATIONAL SERVICES												
Weekly Gym Membership(s)					x	\$10.00	x		Weeks	=	\$0.00	
One-Time Gym Access					x	\$5.00	x		Visits	=	\$0.00	
Group Gym Access (Courts)					x	\$25.00	x		Hours	=	\$0.00	
<i>(Additional charges may apply for extended hours & additional staffing)</i>												
Carmichael Classroom						\$25.00	x		Days	=	\$0.00	
<i>(Additional charges may apply for extended hours & additional staffing)</i>												
										Subtotal	\$0.00	
										x 6% Service Charge	\$0.00	
NOTES												
RESIDENTIAL / UNIVERSITY SPACE												
Residence Hall Common Space											<i>Rental fee will apply if conference is not being housed on campus.</i>	
University Multi-Purpose Space											<i>Rate quote will be provided upon request. Fees vary by location and duration of rental.</i>	
University Classroom Space						Half Day *	Full Day					
	Small	< 31			x	\$20	\$40	x	Days	=	\$0.00	
	Mid-Size	31-65			x	\$30	\$60	x	Days	=	\$0.00	
	Large	66-140			x	\$40	\$80	x	Days	=	\$0.00	
	Sm. Auditorium	141-300			x	\$50	\$100	x	Days	=	\$0.00	
	Lg. Auditorium	301-500			x	\$75	\$150	x	Days	=	\$0.00	
										Subtotal	\$0.00	
<i>* Half Day refers to rental 4 hours or less. Full Day refers to rental over 4 hours.</i>												
NOTES												
OUTDOOR SPACE												
		Start Time	End Time	Total Hours		Half Day *	Full Day					
Lee Field						\$25	\$50	x	Days	=	\$0.00	
Lee Park						\$25	\$50	x	Days	=	\$0.00	
Harris Field						\$25	\$50	x	Days	=	\$0.00	
Method Field						\$100	\$200	x	Days	=	\$0.00	
										Subtotal	\$0.00	
<i>* Half Day refers to rental 4 hours or less. Full Day refers to rental over 4 hours.</i>												
NOTES												
										GRAND TOTAL	=	\$0.00