

Worksheet For Room Blocks

Average your last few years attendance to get estimated numbers for room blocks. If you are unable to determine the breakdown of singles, doubles and suites, look at last year's registration to see how many attendees brought their family. This should give you a rough estimate for breaking down the total number of rooms used.

Year	Attendance	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday		
		Single	Double	Suite	Single	Double	Suite	Single	Double	Suite	Single	Double	Suite	Single	Double	Suite	Single	Double	Suite	Single	Double	Suite
Averages																						

Guest, VIP & Hospitality Rooms Worksheet (normally paid for by association)

Use this worksheet when negotiating room block contracts and complimentary rooms from hotels.

Speaker Name VIP Name or Room Function	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Type & # of Rooms Needed	Type & # of Rooms Needed	Type & # of Rooms Needed	Type & # of Rooms Needed	Type & # of Rooms Needed	Type & # of Rooms Needed	Type & # of Rooms Needed
Total # of Singles							
Total # of Doubles							
Total # of Suites							