

**2015 Northeast Joint Summer Session
Planning Summary
March 6, 2015**

Budget – See page 2 for detailed budget.

Meals – Until the final number of participants is known, the estimates used for meals will be based on the Meals Minimum in the contract with the Sheraton (i.e., \$11,500.00 plus 20% service charge and 9% state meals taxes). This amount could increase depending upon final meal expenses (menu prices will be set 30 days before the event).

Dinner Tuesday night will be at the Sheraton.

Registration Fee – The hotel contract and other expenses (guest speaker expenses, gift bags, etc.) is estimated at \$21,735.00. If we succeed in getting 60 paid participants and the Registration Fee is set at \$385.00, we should cover all expenses with total revenue of \$23,100.00.

The registration fee for spouses will include 1 reception, 1 dinner, 2 breakfasts and 2 lunches. The standard per diem rate for New Hampshire is \$46/day (Portsmouth is \$61/day). Given that spouses may choose to be away from the hotel at lunchtime, a registration rate of \$80 seems reasonable.

Registration cancellations are fundable if received no later than **Friday, June 26, 2015**. A \$25 service fee will be assessed to all refund requests.

Room Contract – The Sheraton will hold 120 guest room nights (\$189.00/room night) for our conference, totaling revenues of \$22,680.00. This revenue figure is net and non-inclusive of taxes, service charges and commissions. The hotel will allow for a 20% reduction in this figure or Minimum Revenues of \$18,144.00. If our conference should fall below this minimum, the difference will be calculated and charged to the booking party (UNH/COLSA).

Additionally, should the Total Room Nights consumed be equal to 100 or more, the function room rental rate will be \$2,000.00. Should the Total Room Nights consumed be less than 100, then the function room rental rate will be \$4,000.00.

Tours – UNH Extension is looking into providing two tours on Monday, 8:00am to 3:30pm, one on land, the other at sea. Fees for these tours will be in addition to the Registration Fee.

If a UNH vessel is available, an ocean tour may be arranged (looking into that now). If not, then a tour with the Isles of Shoals Steamship Co. (similar to the 2012 national meeting but without dinner) may be possible. At this time their summer schedule is not yet available.

Expense Estimate:

Expenses	Amount	Notes
Meals - minimum - Food & Bevs	11,500.00	Per contract w/Sheraton
Service Charge - 20%	2,300.00	Per contract w/Sheraton
State Meals Tax - 9%	1,035.00	Per contract w/Sheraton
Reception bartender	100.00	Per contract w/Sheraton
Audio Visual	1,500.00	Estimate
Function room rental	4,000.00	
Function room rental discount	-2,000.00	With Minimum of 100+ room nights consumed
Total Contracted Expenses	18,435.00	Per contract w/Sheraton
Guest speaker expenses	2,000.00	Estimate
Gift bags	1,300.00	Estimate
TOTAL Expenses	21,735.00	Estimate to be covered by paid registrations

Revenue Estimates:

# of Paid Attendees	Registration Fee Amt	Total Revenue Estimates	
60	x 300	18,000	
55	x 300	16,500	
60	x 350	21,000	
55	x 350	19,250	
60	x 385	23,100	Covers Total Expense Estimate above
55	x 385	21,175	

Room Contract:

If the Discount Minimum of paid rooms is not reached, then NHAES pays the difference.

Sun Jul 5	Mon Jul 6	Tue Jul 7	Wed Jul 8	Total Rm Nites	X Rate	TOTAL	Minus 20% Discount Minimum
	60	60		120	\$189.00	22,680.00	18,144.00

Note: These room dates may be adjusted to cover extra night stays (Sunday or Wednesday) if available.