



Special Events * Meetings and Conferences * AZ Destination Management

MEETING & CONFERENCE PLANNER COST SHEET

Complete this form to identify your needs and fax it to 602-482-2113 to obtain pricing information from IES / CDSA. When selecting IES / CDSA, you do not need to obtain three bids for these services as the State has already performed due diligence for the expenditure of meeting services funds and designated IES / CDSA as one of the authorized State vendors for meeting services.

The _____ (name of agency) is planning to have a meeting/conference for approximately _____ attendees. The meeting/conference date will be held in _____ (month/year). Please supply your projected project cost for the following checked services.

1. PRE-MEETING/CONFERENCE DEVELOPMENT & PLANNING

- _____ Site research and/or site selection for meeting/conference (including negotiation of rates for all related food, beverage, meeting rooms, guest accommodations, etc.)
- _____ Develop and plan program (e.g., group meeting/conferences, breakout sessions, luncheons, breaks, etc.)
- _____ Write, assemble, produce and/or distribute attendee materials (e.g., brochures, manuals, handouts, etc.)
- _____ Design, produce (for display) meeting signage (e.g., agenda, meeting room locations, activity or subject matter listing per room, etc.)
- _____ Food, snack, and/or beverage selection (e.g., breakfast, breaks, snacks, luncheon, dinner, special event meal/snack/beverage, etc.)
- _____ Other services to include, but not limited to, coordination of ground transportation to and from the meeting/conference or related activity; distribution and collection of application to potential presenters.
- _____ Other related services (please specify): _____

2. PRE-REGISTRATION and/or ON-SITE REGISTRATION

- _____ Collection and deposit of funds (registration, guest rooms, and other activities related to the event)
- _____ Data input of registrants, selected meeting session(s) and/or activity (e.g., meeting and/or social activities or events) related to the meeting or conference
- _____ Produce and/or distribute identification badges and holders for attendees, guests, and other designated personnel
- _____ Other related services (please specify): _____

3. BUDGET and PAYMENTS

- _____ Development, management and/or oversight of all budget related activities
- _____ As a fiscal agent (e.g., collect appropriate documentation, review and/or approve invoices for accuracy, make payments to vendors, payment reconciliation, etc.)
- _____ Other services might include, but are not limited to, the ability to obtain other funding sources in support of the specific conference
- _____ Other related services (please specify): _____

4. ON-SITE MANAGEMENT

- _____ Coordinate registration and/or funds collection for all related activities
- _____ Assist with the coordination of meeting/conference activities throughout the event
- _____ Ensure that sessions, breaks, meals, snacks, and related activities that occur during the conduct of the meeting/conference (oversee site and designated personnel to keep things on schedule)
- _____ Place, move and/or retrieve signage or other relevant banners or insignia
- _____ Provide liaison services and handle emergencies as they arise
- _____ Other services to include, but not limited to, the development and/or update of an attendee Database
- _____ Other related services (please specify): _____

 Printed Name of Person Authorized to request Quote Signature of Authorized Person Date of Request

Projected hours: _____ Hourly Cost per contract: _____
 Total Hourly cost: _____ or discounted project cost: _____

Please Note: Total costs will not exceed the above costs. If any incentives from the hotel are received by CDSA, the requesting shall be informed.

 Printed Name of Person Authorized to request Quote Signature of Authorized Person Date of Request