**SOUTH FLORIDA AREA 15 HOST DISTRICT REVIEW SHEET**

Host District Quarterly Dates

Quarterly Chair Phone Number

 Email Address

Quarterly CoChair Phone Number

 Email Address

Host Hotel (Name & City)

Room Rates: Single\_\_\_\_\_\_\_\_\_\_ Double\_\_\_\_\_\_\_\_\_\_ Other

Rooms Blocked: Friday Saturday Total Blocked

Rooms Booked: Friday Saturday Total Booked

% of Block Required # Days Pre # Days Post

# Comp. Rooms: # Breakout Rooms

Locked Room Available? Boardroom Available?

Hospitality Suite Available?

Ballroom Splits into # of Meeting Rooms.

Food and Beverage Obligation: $ Total Paid $

Banquet Price Charged $ Your Cost for Dinners $

# of Tickets Sold # Dinners Guaranteed to Hotel

Cut off date/time for Banquet confirmation

\*\*Box Lunch Price (if needed): Saturday $ Sunday $ # Sold

Coffee: How many gallons were complimentary

Cost per gallon $ Total gallons used Friday\_\_\_\_Sat\_\_\_\_Sun\_\_\_\_\_

Ice Cream Social? Price $

Entertainment? Type

Recorder: Name, email & Phone #

Expenses for Speaker

\*\*Boxed lunches needed for every April Quarterly and voting Assembly in October of even numbered years.

Collection Basket Total: Friday $ Saturday $ Sunday $

Total Registered\_\_\_\_\_\_ Friday \_\_\_\_\_\_\_\_\_ Saturday \_\_\_ Sunday\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments for the next Quarterly Chairperson:

Please give completed form to the Quarterly Coordinator at the end of your Quarterly.