

AARP Driver Safety Program Meeting Planning Worksheet

Meeting Title:	Event Date:
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I. Sleeping Rooms

Complete the chart to determine the number of sleeping rooms needed. Confirm guest list at least 5 business days prior to the event and notify **Gia DiMuzio** of any changes.

Reminder: AARP Hotel Spending Guidelines - \$79 - \$179.00 per night (rates may be higher in high cost cities)
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Total Number of Guests:			
Room Rate:			
Room Breakdown	Quantity	Day 1	Day 2
<i>Single Rooms</i>			
<i>Double Rooms</i>			
<i>Other</i>			

II. Catering

Use the charts below to determine catering needs for your meeting.

Reminder: AARP Meal Spending Guidelines - \$12 Breakfast, \$18 Lunch, \$30-\$35 Dinner (Includes beverages, snacks, tax & tip)

Hotel or AARP State Office Catering:

Catering:	Number of Guests	Day 1	Day 2	Cost	Menu Selected?
<i>Breakfast</i>					<input type="checkbox"/>
<i>Lunch</i>					<input type="checkbox"/>
<i>Dinner</i>					<input type="checkbox"/>
<i>Breaks</i>					<input type="checkbox"/>
<i>Special Dietary Needs:</i>					

Outside Group Meal Catering:

Catering:	Number of Guests	Day 1	Day 2	Cost	Menu Selected?
<i>Breakfast</i>					<input type="checkbox"/>
<i>Lunch</i>					<input type="checkbox"/>
<i>Dinner</i>					<input type="checkbox"/>
<i>Special Dietary Needs:</i>					