



UNC

THE WILLIAM AND IDA FRIDAY
CENTER FOR CONTINUING EDUCATION

March 12, 2010

Event Plan

NCTECH 4 GOOD CONFERENCE

Event ID: 20402 Status: Confirmed
Event Dates: 06/25/2010 - 06/25/2010

Account Name: RTP Net
Contact Name: Judy Hallman
Address: 1078 Lystra Road
City/State/Zip: Chapel Hill, NC 27517
Phone: (919) 933-3931
FAX:

Coordinator: Fitzgerald, Donna
Phone: (919) 962-5616
FAX: (919) 962-2061

REVISED

Per Person Fees

<u>Date</u>	<u>Description</u>	<u>Attnd</u>	<u>Rate</u>	<u>Charge</u>
6/25/10	Full Day	100	27.00	2,700.00
Per Person Fees Total:				\$2,700.00

Room Reservations

<u>Date</u>	<u>Start/End Time</u>	<u>Description</u>	<u>Attnd</u>	<u>Charge</u>
6/25/10	08:00 AM - 05:00 PM	Atrium Center	100	\$0.00
	08:00 AM - 05:00 PM	Atrium South	100	\$0.00
	08:00 AM - 05:00 PM	Atrium South	13	\$0.00
	08:00 AM - 05:00 PM	Bellflower AB	26	\$200.00
	08:00 AM - 05:00 PM	Redbud AB	100	\$0.00
	08:00 AM - 05:00 PM	Windflower AB	24	\$200.00
	12:00 PM - 01:00 PM	Trillium AB	100	\$0.00
	05:00 PM - 07:00 PM	Willow Lounge	70	\$150.00
Room Reservations Total:				\$550.00

Friday, June 25, 2010

Reception		Willow Lounge	5:00 pm - 7:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u>	<u>Charges</u>
Setup - Reception			70	0.00	\$0.00
Reception - Private			70	0.00	\$0.00
Sales Tax			7.75 %	0.00	\$0.00
Room Total:					\$0.00
Common Break		Atrium Center	8:00 am - 5:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u>	<u>Charges</u>
Setup - Refreshments break			100	0.00	\$0.00
AM Break	8:00 am - 9:00 am		100	0.00	\$0.00
PM Break	3:00 pm - 3:30 pm		100	0.00	\$0.00
Room Total:					\$0.00
Registration		Atrium South	8:00 am - 5:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u>	<u>Charges</u>
Setup - Registration			100	0.00	\$0.00
Registration table			2	0.00	\$0.00
<i>Special Instructions: in front of Redbud A</i>					
Setup - Exhibits			13	0.00	\$0.00
Exhibit - For Profit			13	100.00	\$1,300.00
Room Total:					\$1,300.00

Event Plan continued

NCTECH 4 GOOD CONFERENCE (20402) 06/25/2010 - 06/25/2010

Friday, June 25, 2010

Meeting	Bellflower AB	8:00 am - 5:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u> <u>Charges</u>
Setup - Classroom			26	0.00 \$0.00
Lectern with Microphone			1	0.00 \$0.00
LCD projector			1	150.00 \$150.00
				Room Total: \$150.00

Meeting	Redbud AB	8:00 am - 5:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u> <u>Charges</u>
Setup - Classroom			100	0.00 \$0.00
Lectern with Microphone			1	0.00 \$0.00
LCD projector			1	150.00 \$150.00
				Room Total: \$150.00

Meeting	Windflower AB	8:00 am - 5:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u> <u>Charges</u>
Setup - Classroom			24	0.00 \$0.00
Lectern with Microphone			1	0.00 \$0.00
LCD projector			1	150.00 \$150.00
				Room Total: \$150.00

Lunch	Trillium AB	12:00 pm - 1:00 pm		
<u>Description</u>			<u>Qty</u>	<u>Rate</u> <u>Charges</u>
Setup - Banquet-rounds of 8			100	0.00 \$0.00
Lunch Vouchers			100	16.25 \$1,625.00
				Room Total: \$1,625.00

Summary of Charges

<u>Description</u>	<u>Charge</u>
Per Person Fees	\$2,700.00
Room Reservations	\$550.00
Catering	\$1,625.00
Audio-visual	\$450.00
Room Services	\$1,300.00

Grand Total Charges for this Event: \$6,625.00

**** SPECIAL CATERING CHARGES MAY NOT BE INCLUDED IN GRAND TOTAL**