

ARIZONA DEPARTMENT OF TRANSPORTATION
CCP Partnering Outreach

Meeting & Conference Planners
Estimate of Services

Today's Date: _____
Planner's Name: _____
Planner's Company Name: _____ **Phone** _____
Workshop Meeting Date: _____
Project Name: _____
Facility Used: _____ **Phone** _____
Caterer Used: _____ **Phone** _____
Tracs#: _____
ADOT Org Contact Name: _____ **Phone:** _____
Email Address: _____
 Sample ADOT email address mfink@azdot.gov ("first initial + entire last name"@azdot.gov)
Org # to be Billed: _____

Responsibilities & Estimated Costs:

Total of Coordination

- Planner Hours _____ X \$ _____ = _____
- Emails _____ X \$ _____ = _____
- Telephone calls _____ X \$ _____ = _____
- Faxes _____ X \$ _____ = _____
- Admin. Hours _____ X \$ _____ = _____

Facility Fees

- Break out session rooms \$ _____
- Equipment \$ _____ (AV equipment, screens, podium, microphone, sound mixer, registration table, skirting, power strips, internet, etc)
- Supplies \$ _____ (flipcharts, extension cords, etc.)

Caterer Fees

- Continental Breakfast \$ _____ X _____ # people = _____
- Lunch \$ _____ X _____ # people = _____
- PM Snack \$ _____ X _____ # people = _____
- Dinner \$ _____ X _____ # people = _____

Subtotal

- Subtotal \$ _____
- Sales Taxes \$ _____
- Labor Fees \$ _____
- Service Charge \$ _____
- Delivery Charge \$ _____

Total Estimated Costs: \$ _____ **TOTAL**

Description of Project Services: *(Please describe all of the services you will be providing for this Partnering Workshop)* _____

Please email this form to the ADOT Org Contact for approval and copy CCP Partnering Outreach (206 S. 17th Ave., MD175A, Phoenix, AZ, 85007 OR Email: PartneringInfoSMTP@azdot.gov) as soon as possible.

You will receive a Purchase Order (PO) in the mail from ADOT Procurement. **DO NOT proceed without a PO.**