



GREATER BOSTON
CONVENTION & VISITORS BUREAU

**First Quarter Meeting Promotion for
TDMD Participating Hotels**

Forecast of Anticipated TDMD Expenses Form

Hotel Name: _____

Accounting / Finance Contact: _____

Meeting Group Name: _____

Meeting Dates Including Year: _____

Projected Guest Room Block / Pick Up: _____

Projected Guest Room Rate: _____

Projected Total Guest Room Rental: _____

Projected Meeting Room Rental Total: _____

Projected Food and Beverage Total: _____

Please submit to:

Rebecca Jones

GBCVB

rjones@bostonusa.com

In lieu of the above, you may include:

Contract pages outlining the above information

Contract Signature Page