CONTACT
Planning / Production

ATTRITION WORKSHEET

EVENT DATE

DATE													
DAY													
Contracted Block													
Pick-up	Six months prior												
Pick up	Three Months prior												
Pick up	One month prior												
Actual Pick-up													
Rooms Outside of Block													
Total Hotel Pick-up													
Rooms at Overflow, if any.													
Total Pick-up													
DIFFERENCE ACTUAL VS. BLOCK													
Charged No Show Rooms													
*Average Rate													
*Revenue (including Comps, Staff, Etc)													
Revenue Outside of Block													
Overflow Revenue (projected)													
Total Projected Revenue													
Comps 1 per 50													
Hotel Occupancy %													
Hotel Occupancy (100% = Guest Rooms)													
(=) Available Guest Rooms													
CC: CONV SRVS / SALES / ACCT													
Prepared by...													
This report was completed													