

## BUDGET CHECKLIST

Since every meeting is different, the following is a guideline of possible expenditures that may be incurred with a successful meeting.

1. SITE SELECTION
  - Researching sites
  - Preparing and distributing Request for Proposals (RFPs)
  - Travel, housing, ground transportation and other site visit costs
2. STAFF
  - Salaries and benefits for permanent staff
  - Wages for temporaries
  - On-site expenses for travel, housing and other costs
  - Custodial, security, electrical, audiovisual, and other contracted
3. PROMOTION
  - Production and distribution of promotional pieces and other delivery methods
  - Telephone fees
  - Advertising costs
  - Registration/housing confirmation letters
4. PRINTING
  - Forms for registration (and housing)
  - Tour and special event order forms
  - Tickets for meals and other events
  - Program booklet
  - Badges
  - Special handouts and announcements
  - Banquet Menus and programs
  - Enclosures, order forms and other registration items
  - Exhibit programs
  - Special invitations
  - Materials for board members
5. PROGRAM
  - Planning: committee meetings, telephone, mailings
  - Expenses for speakers
  - Audiovisual services
  - Meeting Room rental costs
  - Special events, entertainment
  - Decoration costs
  - Signs and Awards
  - Flowers
  - Food & Beverage costs
  - Office furniture and equipment
  - Staging

- Registration Equipment
- Telephone
- Press Room
- Translation and Audience Response equipment
- 6. EXHIBITS
  - Room Rental Costs
  - Decorator services
  - Audiovisual
  - Duplication Services (manuals, etc)
  - Drayage
  - Electrical Costs
  - Storage fees
  - Staff Office Accommodations
- 7. SPOUSE & GUEST PROGRAMS
  - Coordinator expenses
  - Gifts and amenities
  - Printed program
  - Transportation costs
  - Entertainment
  - Committee expenses
  - Child care
  - Insurance
  - Signs
- 8. MISCELLANEOUS
  - Office Supplies
  - Insurance
  - Taxes
  - Shipping
  - Gifts
  - Shuttles, limousines and other transportation
  - Accounting
  - Legal services

*Reprinted from Professional Convention Management Association's "Living Checklist" series.*