

Budget Planning Checklist

A. SITE SELECTION

() Design committee meetings \$_____

Sub-Total B \$_____

B. HOTEL ACCOMMODATIONS

() Sleeping rooms plus tax \$_____

() Presidential suite \$_____

() Special guest suite(s) \$_____

() Executive Accommodations \$_____

() General Session rooms \$_____

() Meal function rooms \$_____

() Meeting rooms \$_____

() Hospitality suites \$_____

() Speakers preparatory room \$_____

Sub-Total B \$_____

C. TRAVEL ARRANGEMENTS

() Airline fares \$_____

() Ground transportation \$_____

() Taxis and limousines \$_____

() Shuttle buses \$_____

() Porters \$_____

() Bell persons \$_____

() Staff transportation in area \$_____

() Shipping materials \$_____

() Storage \$_____

() Special transportation \$_____

() Gratuities \$_____

Sub-Total C \$_____

D. FOOD

() Meals (list individually) \$_____

() Banquets \$_____

() Dine-around \$_____

() Refreshment breaks \$_____

() Receptions (list individually) \$_____

() Cocktail Parties \$_____

() Hors D'oeuvres \$_____

Sub-Total D \$_____

E. SPEAKERS AND ENTERTAINERS

- () Keynote Speaker(s) \$ _____
- () Workshop Leader(s) \$ _____
- () Facilitator(s) \$ _____
- () Entertainer(s) \$ _____

Sub-Total E \$ _____

F. AUDIO-VISUAL EQUIPMENT

- () PA system \$ _____
- () Extra microphones and speakers \$ _____
- () Special lighting \$ _____
- () Projection equipment \$ _____
- () Video and audio recording \$ _____
- () Flip charts \$ _____
- () Pads and pencils \$ _____

Sub-Total F \$ _____

G. RECREATION

- () Golf \$ _____
- () Spa \$ _____
- () Other \$ _____

Sub-Total G \$ _____

H. DECORATION

- () Banners \$ _____
- () Special signs \$ _____
- () Flowers and plants \$ _____
- () Banquet set-up \$ _____
- () Center pieces \$ _____
- () Stage set-up \$ _____
- () Stage backdrop/drapery \$ _____
- () Stage lighting \$ _____
- () Props, sets for theme \$ _____

Sub-Total H \$ _____

I. Printing

1. Pre-Convention

- () Awards printing \$ _____
- () Graphic design \$ _____
- () Promotional pieces \$ _____
- () Room drops printing \$ _____
- () Sweatshirts printing \$ _____

2. Mailings

- () Paper \$_____
- () Printing \$_____
- () Envelopes \$_____
- () Handling \$_____
- () Postage \$_____

Sub-Total I \$_____

3. Conference Packet

- () Packet envelopes \$_____
- () Welcoming letter \$_____
- () Name badges, holders and ribbons \$_____
- () List of attendees \$_____
- () Special acknowledgments \$_____
- () Conference schedule \$_____
- () Special announcements \$_____
- () Sight-seeing list \$_____
- () Daily agendas \$_____
- () Sign-up forms \$_____
- () List of eating places \$_____
- () Special meal tickets \$_____
- () Special function tickets \$_____
- () Special invitations \$_____
- () Awards dinner program \$_____
- () On-site newsletter \$_____
- () Workbooks and handouts \$_____
- () Evaluation forms \$_____
- () Banners and signs \$_____
- () Acknowledgment letters \$_____

Sub-Total I \$_____

J. Gifts And Awards

- () Recognition plaques \$_____
- () Winners awards \$_____
- () Awards for special guests \$_____
- () Plaques for speakers \$_____
- () Flowers for VIP's \$_____
- () President's gift \$_____
- () Door prizes \$_____
- () Sweatshirts \$_____

- () Special gift for attendees, Rooms drops \$ _____
- () Prizes for sporting event winners \$ _____
- () Good-to-Great books \$ _____

Sub-Total J \$ _____

K. PERSONNEL

- () Outside consultants fee \$ _____
- () Photographers \$ _____
- () Special A/V people \$ _____
- () Sound man \$ _____
- () Projectionist \$ _____
- () Video cameraman \$ _____
- () Electricians \$ _____
- () Porters \$ _____
- () Gratuities \$ _____

Sub-Total K \$ _____

L. MISCELLANEOUS EXPENSES

- () Storage \$ _____
- () Gratuities \$ _____
- () Office supplies \$ _____
- () Computers \$ _____
- () Telephones \$ _____
- () Paper \$ _____
- () Walkie-Talkies \$ _____

Sub-Total L \$ _____

GRAND TOTAL \$ _____