

## Budget Development Worksheet

Every conference or meeting is a significant investment not only in time and energy, but also money. We will help develop your budget and monitor expenditures.

A. SITE SELECTION		
	Design committee meetings	
	Pre-convention Travel	
	Site inspection expenses	
	<b>Sub-Total A</b>	<b>\$0.00</b>
B. HOTEL ACCOMMODATIONS		
	Sleeping rooms plus tax	
	Presidential suite	
	Special guest suite(s)	
	Officers Accommodations	
	Exhibit Hall	
	General Session rooms	
	Meal function rooms	
	Meeting rooms	
	On-site company room	
	Hospitality suites	
	Press room	
	Speakers preparatory room	
	Storage room	
	<b>Sub-Total B</b>	<b>\$0.00</b>
C. TRAVEL ARRANGEMENTS		
	Airline fares	
	Ground transportation	
	Taxis and limousines	
	Shuttle buses	
	Porters	
	Skycaps	
	Bellpersons	
	Staff transportation in area	
	Offshore departure tax	
	Shipping materials	
	Storage	
	Special transportation	
	Gratuities	
	<b>Sub-Total C</b>	<b>\$0.00</b>

D. FOOD		
	Meals (list individually)	
	Banquets	
	Dine-around	
	Refreshment breaks	
	Receptions (list individually)	
	Cocktail Parties	
	Hors D'oeuvres	
	<b>Sub-Total D</b>	<b>\$0.00</b>
E. SPEAKERS AND ENTERTAINERS		
	Keynote Speaker(s)	
	Seminar Leader(s)	
	Workshop Facilitator(s)	
	Entertainer(s)	
	Spouse Program(s)	
	<b>Sub-Total E</b>	<b>\$0.00</b>
F. AUDIO-VISUAL EQUIPMENT		
	PA system	
	Extra microphones and speakers	
	Special lighting	
	Projection equipment	
	Video and audio recording	
	Flip charts	
	Pads and pencils	
	<b>Sub-Total F</b>	<b>\$0.00</b>
G. RECREATION		
	Golf	
	Tennis	
	Outings	
	Sightseeing	
	Other	
	<b>Sub-Total G</b>	<b>\$0.00</b>

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	
	<b>Sub-Total H</b>	<b>\$0.00</b>
I. Printing		
<b>1. Pre-Convention</b>		
	Writers	
	Graphic design	
	Promotional pieces	
	Preregistration forms	
	Ticket order forms	
<b>2. Mailings</b>		
	Paper	
	Printing	
	Envelopes	
	Handling	
	Postage	
<b>3. Convention Packet</b>		
	Packet envelopes	
	Welcoming letter	
	Registration forms	
	Name badges, holders and ribbons	
	Convention program	
	Trade show program	
	List of attendees	
	Special acknowledgments	
	Convention 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	

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	Workbooks and handouts	
	Evaluation forms	
	Banners and signs	
	Acknowledgment letters	
	<b>Sub-Total I</b>	<b>\$0.00</b>
<b>J. Gifts And Awards</b>		
	Recognition plaques	
	Winners awards	
	Awards for special guests	
	Plaques for speakers	
	Flowers for VIP's	
	President's gift	
	Door prizes	
	Gifts for convention packet	
	Special gift for attendees	
	Gift for spouses	
	Prizes for sporting event winners	
	<b>Sub-Total J</b>	<b>\$0.00</b>
<b>K. PERSONNEL/SERVICES</b>		
	Outside consultants fee	
	Special secretarial help	
	Extra clerical help	
	Meeting Planners assistants	
	Messengers	
	Travel coordinators	
	Registration personnel or service	
	Credit Card Processing Fees	
	Volunteer registrar expenses	
	Sign Language Interpreters	
	Other Special Accommodations	
	Security guards	
	Guard for trade show	
	Guards for special events	
	Drivers	
	Photographers	
	Special A/V staff	
	Sound operator	
	Projectionist	
	Video camera operator	
	Stagehands	
	Electricians	
	Carpenters	
	Porters	
	Baby sitters	

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	First aid nurse	
	Minister	
	Gratuities	
	<b>Sub-Total K</b>	<b>\$0.00</b>
<b>L. MISCELLANEOUS EXPENSES</b>		
	Taxes	
	Insurance	
	Overtime	
	Storage	
	Gratuities	
	Office supplies	
	Computers/Printers	
	Furniture	
	Telephones	
	Paper	
	Walkie-Talkies	
	Fax expenses	
	Internet access	
	<b>Sub-Total L</b>	<b>\$0.00</b>
	<b>GRAND TOTAL</b>	<b>\$0.00</b>