

# Event Budget Checklist

## A. SITE SELECTION:

- Pre-Meeting Meetings
- Site Inspection Expenses
- Pre-Show Travel
- SubTotal

## B. HOTEL ACCOMMODATIONS:

- Sleeping rooms plus Tax
- No. of Suites
- Speak Guest Suite
- Sr. Mgmt. Accommodations
- Exhibit Hall
- General Session Rooms
- Meal function rooms
- On-Site "Company" room
- Hospitality Suite
- Press Room
- Speakers "prep" room
- Storage Room
- SubTotal

## C. TRAVEL ARRANGEMENTS:

- Airline Fares/Carrier Preferred
- Ground Transportation req'd
- Taxis and limousines
- Shuttle Buses Available?
- Porters, Skycaps
- Bell Person
- Special Transportation
- Storage
- Gratuities
- Subtotal

**D. SPEAKERS AND ENTERTAINMENT:**

- Keynote Speaker(s)
- Seminar "leaders"
- Workshop facilitators
- Entertainment?
- Spouse Program?
- Subtotal

When selecting function rooms, consider your AV requirements (pillars/i.e. visual obstructions), ceiling height, front or rear screen projection (and required number of feet for rear-screen projection), traffic (inside and out), soundproofing, lighting controls and heat/ventilation control.

**E. A/V & EQUIPMENT REQUIREMENTS:**

- PA System
- Wireless Mics
- Special Lighting
- Video and/or Audio recording
- Flip Charts
- White Boards
- Speakers
- Markers : Permanent/Dry Erase
- Pads and Pencils
- Cork Board
- Walkie Talkies
- Subtotal

**F. RECREATION:**

- Golf
- Tennis
- Other
- Subtotal

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## G. SUPPORT MATERIALS:

- Signage
  - Main Event
  - Breakout Sessions
- Easles
- Other
- Subtotal

## H. PRINTING:

### Pre-Show

- Graphics
- Promotional Pieces
- Preregistration Forms
- Ticket Forms
- Registration/Admission Forms

### Mailings

- Special Paper
- Printing (turnaround)
- Printing (quantity)
- Handling
- Postage

## Event Budget Checklist

### Meeting Support Package

- Welcome Letter
- Registration Forms
- Name badges, holders, ribbons
- Convention/Show program
- Trade Show program
- List of Attendees
- Convention Schedule
- Event Resume
- Sign-up forms
- External Restaurants
- Workbooks or handouts
- Conference/Meeting Binders
- Evaluation Forms

### J. SPECIAL PERSONNEL

- Security Guards (Trade Show)
- Photographer
- Special A/V personnel
- Registration or Hospitality Personnel
- Booth/Show Support
- Hostesses
- Electricians
- Carpenters
- Stagehands

## Event Budget Checklist

### L. MISCELLANEOUS EXPENSES

- Insurance
- Overtime
- Storage
- Gratuities (Show breakout)
- Office Supplies (see list)
- Equipment (ISW or other)
- Computers
- Telephone lines (Tel., Fax, etc.)
- Furniture
- Paper