



Budget Checklist

The following are some things to consider when planning a budget for your meeting. Some meetings may not require all elements included.

Site Selection

- Researching sites (could be \$0 if you use accommodations unlimited)
- Preparing and distributing requests for proposals (could be \$0 if you use accommodations unlimited)
- Airfare, accommodations and other site visit costs

Staff

- Salaries and benefits for permanent staff
- Wages for temporaries
- On – site expenses for travel, housing and other costs
- Other contracted work (audio visual staff, electrical)

Promotion

- Printing and distribution of collateral materials
- Telephone costs
- Advertising costs

Exhibits, Promotion, Communication, Contracts, Room rental, A/V, etc.

- Copying charges
- Box receiving and storage
- Electrical charges
- Room rental
- Audio Visual Equipment



Accommodations
unlimited
"We Do The Legwork"

Printing

- _____ Program Agenda
- _____ Badge blanks and holders
- _____ Published presentations, etc.
- _____ Special handouts and announcements

Miscellaneous

- _____ Expenses of speakers: travel, honoraria, amenities, accommodations
- _____ Special Events/Entertainment
- _____ Golf outings or other events
- _____ Decoration/flowers/signage/banners
- _____ Food and beverage
- _____ Telephone/internet access
- _____ Service charges, gratuities
- _____ Gifts/awards/amenities
- _____ Transportation
- _____ Insurance
- _____ Office supplies
- _____ Shipping
- _____ Taxes