

MEETING PLANNER GUIDE

BUDGET CHECKLIST

SITE SELECTION

- Researching sites, including costs of directories, software.
- Preparing and distributing requests for proposals.
- Travel, housing, ground transportation, and other site-visit costs.

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 personnel.

PROMOTION

- Production and distribution of promotional pieces and other delivery vehicles.
- Telephone.
- Advertising costs.
- Registration/housing confirmations.

PRINTING

- Forms for registration (and housing if done in house).
- Tour and special event order forms.
- Tickets for meals and special events.
- Program agenda.
- Badge blanks and holders.
- Special handouts and announcements.
- Banquet menus and programs if separate from main program.
- Enclosures, order forms, and other items in registration packets.
- Exhibit programs (if separate from main program).
- Special invitations.
- Materials for divisions, committees, board members, special interest groups.

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PROGRAM PLANNING

- Committee meetings, telephone, mailing, duplicating.
- Expenses of speakers: honoraria, amenities, travel.
- Audiovisual services.
- Rent for meeting rooms.
- Special events, entertainment.
- Golf or other sporting events.
- Decorations.
- Signs.
- Awards.
- Flowers.
- Food and beverage.
- Office furniture and equipment.
- Staging.
- Registration equipment.
- Telephone.
- Press room.
- Simultaneous interpretation and audience response equipment.

EXHIBITS, PROMOTION, COMMUNICATION, CONTRACTS, ROOM RENT, DECOR, HOSPITALITY, CUSTODIAL, AUDIOVISUAL

- Duplication: manuals, lists, regulations, charts.
- Drayage.
- Electrical.
- Storage.
- Office.

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SPOUSE, CHILDREN, GUEST PROGRAMS, COORDINATOR EXPENSES

- Gifts and amenities.
- Program.
- Transportation.
- Entertainment.
- Committee expenses.
- Child care.
- Insurance.
- Signs.

MISCELLANEOUS

- Office supplies.
- Insurance.
- Taxes.
- Shipping.
- Storage.
- Gifts.
- Shuttles, limousines, other transportation and parking.
- Accounting.
- Legal services.
- Dietary requirements.