



BUDGET PLANNING CHECKLIST

AUDIO-VISUAL EQUIPMENT

- Slide, data, overhead and film projectors
- Teleconferencing services
- Screens/Still screen
- Extension cords
- Projector carts
- Microphones
- Speaker system
- Teleprompter
- Mult boxes/press patch
- Computers
- Television monitors
- VCRs/DVD players
- Laser pointers
- Blackboards/white board/Flip chart
- Technician services

CATERING & BEVERAGE

- Number of people to be served
- Cost per person
 - Breakfast
 - Coffee hour/refresh
 - Luncheon
 - Dinner
 - Afternoon break
 - Cocktail hour
 - Liquor – full bar or “light” bar (beer, wine, soft drinks)
 - Wine
 - Other beverages
- Bartenders
- Bar setup and glassware
- Ice/Condiments
- Table linen
- Rented table service
- Kitchen setup
- Waiters trays and stands
- Gratuities/Service charge
- Labor

DESIGN & DECOR

- Flowers
- Table decorations
- Extra plants and greenery
- Props
- Candles/candelabra/votive
- Podium décor
- Stage scenery
- Other decorations (i.e. ribbon, balloons)

ENTERTAINMENT

- Fees
- Instrument rental
- Additional equipment (i.e. speakers, monitors, music stands)
- Hospitality and green room
- Insurance

FACILITIES & CAMPUS SERVICES

- Event manager costs
- Grounds (power washing, irrigation)
- Custodians
- Electricians and power
- Lawn restoration
- HVAC/Elevator technicians
- Building opening fees
- Wheelchairs
- Dumpsters
- Ushers
- Stage crew

PARKING & TRANSPORTATION

- Parking permits
- Attendants
- Valet
- Traffic control
- Traffic directional signage
- Shuttles

- Transportation for speakers

PHOTOGRAPHY & VIDEOGRAPHY

- Photographer/Videographer
- Photos or buyout package
- Video or print reproduction
- Photo rights

POSTAGE AND MAIL PROCESSING

- Postage for mailing printed materials
- Bulk mail of promotional materials
- Mailing house charges
- Shipping and handling

PRINTED MATERIALS

- Fee for design concept and package
- Save the dates
- Invitations
- Confirmation cards
- Programs
- Tickets
- Maps
- Placecards/table assignments
- Registration packets
- Name tags and holders
- Table numbers
- Alphabetical registration cards
- Credentials

PUBLICITY & MARKETING

- Advertising
- Website design
- Entertaining/hospitality for the press
- Press room office equipment (computers, fax, copiers)
- Banners

RENTALS



- Canopy or tent
- Tables
- Chairs
- Flooring or carpeting
- Risers
- Ropes or stanchions
- Lecterns/lectern lights
- Registration tables and chairs
- Portable restrooms

SECURITY AND SAFETY

- HUPD
- Security company
- Fire marshal

SIGNAGE

- Direction or venue signs

SUPPLIES & MISCELLANEOUS

- Overtime and compensatory time
- Additional staff (temps, students)
- Data processing
- Telephones and toll charges
- Postage for general correspondence
- Supplies (pens, pads, folders, nametags)
- Committee materials
- Cuebook/briefing binder materials
- Hospitality for committee members/volunteers
- Complimentary tickets
- Staff or VIP travel and expenses
- Honoraria
- Gifts/mementos
- Permits

- Booths
- Heaters
- Fans
- Easels/sign standards/sandbags
- Coat racks/hangers
- Mirrors
- Backdrop or trellis
- Trash containers
- Lighting
- Calligraphy
- Amenities for restrooms

VENUE

- Rental of meeting or reception room(s)
- Overnight accommodations
- Rentals (specific to venue)
- Special electrical or telephone hookups
- Set-up and clean-up charges
- Venue/Stage managers
- Stage crew
- Coat check staff
- Security
- House staff

- Sound
- Fencing
- Generators
- Delivery/strike
- Catering kitchen rentals
 - Tables
 - Ovens
 - Lights
 - Tents/Trellis