

BUDGETING CHECKLIST

Since every meeting is different, the following is a guideline of possible expenditures that may be included in producing a successful meeting.

1. SITE SELECTION

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

2. 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

3. PROMOTION

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

4. PRINTING

- Forms for registration (and housing if done in house)
- Tour and special event order forms
- Tickets for meals and special events
- Program agenda booklet
- Badge blanks and holders
- Special handouts and announcements

- Banquet menus and programs if separate from program booklet
- Enclosures, order forms, and other items in registration packets
- Exhibit programs (if separate from program booklet)
- Special invitations
- Materials for divisions, committees, board members, special interest groups, published proceedings, abstracts

5. PROGRAM

- Planning: committee meetings, telephone, mailing, duplicating
- Expenses of speakers: honoraria, amenities, travel
- Audiovisual services
- Meeting room rental costs
- Special events, entertainment
- Golf or other sporting events
- Decoration costs
- Signs
- Awards
- Flowers
- Food and beverage costs
- Office furniture and equipment
- Staging
- Registration equipment
- Telephone
- Press room
- Simultaneous translation and audience response equipment

Reprinted from the Professional Convention Management Association's (PCMA) "Living Checklist" series. To access additional "Living Checklists," visit the PCMA website at pcma.org.

BUDGETING CHECKLIST

6. EXHIBITS PROMOTION

- Communication contracts
- Room rental costs
- Decorator services
- Audiovisual
- Duplication services: manuals, lists, regulations, charts, etc.
- Drayage
- Electrical costs
- Storage fees
- Staff office accommodations

7. SPOUSE, CHILDREN, GUEST PROGRAMS

- Coordinator expenses
- Gifts and amenities
- Printed program
- Transportation costs
- Entertainment
- Committee expenses
- Child care
- Insurance
- Signs

8. MISCELLANEOUS EXPENSES TO KEEP IN MIND

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