

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

- 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, including wireless Internet
- 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
- Meeting App

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
- Service Charge
- Room drop fees
- Shipping
- Storage
- Gifts
- Shuttles, limousines and other transportation
- Accounting
- Legal services