

budget planner

Clearly establish your budget long before the event begins. The following are some necessary guidelines to assist in your budget planning.

CONFERENCE DETAILS	
Meeting	
Date	
Days	
Venue	

A. FIXED COSTS (total)	
ROOM HIRE	
01. Venue	days @ \$
02. Opening ceremony venue	\$
03. Executive / council meeting	\$
04. Trade exhibition space	\$
05. Other room hire (syndicate rooms etc)	\$
Total room hire \$	

OFFICE EXPENSES	
01. Rent of office space	weeks @ \$
02. Wages	
- Full time officer	\$
- Part time	\$
- Temporary staff during conference	\$
03. Telephone/email	
- Rent	\$
- Calls	\$
04. Mailing (see printing for numbers)	\$
- Notice of intent	@ postage rate \$
- Call for papers	@ postage rate \$
- Registration	@ postage rate \$
- Programmes	@ postage rate \$
- Acknowledgment	@ postage rate \$
- General office mailing	\$
05. Office equipment (hire)	
- PC's	\$
- Printer/ scanner	\$
- Photocopier / copy paper	\$
06. Travelling cost (executive)	
- Airline	\$
- Hotel	\$
- Miscellaneous	\$
07. General stationery	\$
08. Incidentals	\$
09. Freight	\$
10. Full conference insurance	\$
11. Conference security	\$
12. Licence fees	\$
13. Petty cash	\$
Total office expenses \$	

PRINTING	Quantity
01. Logo and poster design	\$
02. Notice of intent	\$
03. Supplement to journal	\$
04. Call for papers	\$
05. Registration form	\$
06. Registration acknowledgment	\$
07. Programme	\$
08. Partners programme	\$
09. Mini programme	\$
10. Letterhead / email banner	\$
11. Exhibition application	\$
12. Envelopes	\$
13. Registration booster	\$
14. Early bird cards	\$
15. Posters	\$
16. Menu for official dinner	\$
17. Wine labels	\$
18. Conference stickers	\$
Total printing \$	

TECHNICAL PAPERS	
01. Pre prints	x copies @ .cents per page \$
02. Editing charge	\$
03. Binding and cover	\$
04. Postage	\$
05. CD roms and cost to transfer to web	\$
Total technical papers \$	

TRANSPORT	
01. Transport to / from airports to venue	x coaches @ \$ for uplifts \$
02. Transport to / from offsite venues (e.g. dinners)	x coaches @ \$ for days \$
03. Technical visits / days out	x Coaches @ \$ for days \$
Total transport \$	

GUESTS AND SPEAKERS	
01. Speakers fees	\$
02. Fares	\$
03. Accommodation and meals	\$
04. Guests at welcome dinner / reception	@ \$ \$
05. Guests at other dinner	@ \$ \$
06. Guests at gala dinner	@ \$ \$
07. Printed invitations	\$
08. Press entertainment	\$
09. Hospitality suite	\$
Total guest and speakers \$	

STAGING (all events)			
01. Hire of audio-visual (AV) equipment			
Data projectors / DVD & monitors	\$		
- Screens	\$		
- Microphones	\$		
- Lecterns	\$		
- Sound recording	\$		
- DVD production	\$		
- Photography of event	\$		
- Staging and draping	\$		
- Lighting	\$		
02. AV technician wages			
x techs @ \$ per hour	\$		
03. Banners and directional signs (Airport, Stage, Registration desk & other key points)	\$		
04. Master of ceremonies	\$		
05. Ticket writing - speakers names	\$		
06. Public relations consultant	\$		
07. Press kits and press room	\$		
08. Audio visual presentations	\$		
		Total staging \$	

B. INCOME

This income excludes registration fees but is used to determine what registration fee may be set.

01. Sponsorship			
- Cash sponsorship	\$		
- Grants	\$		
- Advertising	\$		
- Programme	\$		
- Satchels	\$		
- Name tags	\$		
- Conference web site	\$		
- Tickets	\$		
02. Trade exhibition profit (income less costs)	\$		
03. Sponsorship of meals and functions	\$		
04. Sponsorship of speakers	\$		
05. Sponsorship of technical tours	\$		
06. Sponsorship of delegate internet access station	\$		
07. Assistance from other bodies	\$		
08. Profit from concessions	\$		
09. Assistance for airline, rental cars etc	\$		
		Total income \$	

C. VARIABLE COSTS (per head)

01. Satchels and over print	\$		
02. Name tags - holder/printing/card/electronic reader	\$		
03. Breakfasts days @	\$		
04. Breaks			
- Morning days @	\$		
- Afternoon days @	\$		
05. Luncheons days @	\$		
06. Welcome refreshments	\$		
07. Cocktail reception			
- Food	\$		
- Beverages	\$		

08. Pre dinner drinks days @	\$		
09. Dinners (standard) days @	\$		
10. Dinner beverages days @	\$		
11. Gala dinner	\$		
12. Gala dinner beverages	\$		
13. Food and beverage on day out	\$		
14. After function bar tab			
x nights @ \$ per night	\$		
15. Entertainment: Bands / Music / DJ's/ Opening	\$		
16. Band meals			
x band members @ \$ per function	\$		
17. Decorations x functions @ \$	\$		
18. Delegate gifts	\$		
19. Speaker gifts	\$		
20. Awards, trophies and prizes	\$		
21. Technical tours	\$		
22. Team building	\$		
23. Gratuities	\$		
24. Room drops x nights x \$ per night	\$		
25. Other variables: E.g activities, tours, golf, etc	\$		
26. Electronic voting system x day opp	\$		
		Total Variables \$	

SUMMARY

A. FIXED COSTS	
ROOM HIRE	\$
OFFICE EXPENSES	\$
PRINTING	\$
TECHNICAL PAPERS	\$
TRANSPORT	\$
GUESTS AND SPEAKERS	\$
STAGING	\$
	Total fixed costs \$

B. INCOME - TOTAL

Divided by minimum attendance ()	\$
Fixed cost per head	\$

C. VARIABLE COSTS (PER HEAD)

Plus 10% contingencies	\$
Plus % inflation per year \$	
Registration	\$
Late fee	\$
Non-member fee	\$
Student fee	\$
Associate fee	\$
Daily registration	\$

ACCOMMODATION

Single rooms x @\$ per night x nights	\$
Two share x @\$ per night x nights	\$
Three share x @\$ per night x nights	\$
VIP suites x @\$ per night x nights	\$
Porterage	\$
Room taxes (if applicable)	\$
	Total accommodation \$