Darryl Davis

Meeting Planners
Budget Planning

A. SITE SELECTION

- [ ] Design Committee Meetings $ _____
- [ ] Pre-Convention Travel Site $ _____
- [ ] Inspection Expenses $ _____

Sub-Total A $ _____

B. HOTEL ACCOMMODATIONS

- [ ] Sleeping Rooms Plus Tax $ _____
- [ ] Presidential Suite Special $ _____
- [ ] Guest Suite $ _____
- [ ] Officers Accommodations $ _____
- [ ] Exhibit Hall $ _____
- [ ] General Session Rooms $ _____
- [ ] Meal Function Rooms $ _____
- [ ] Meeting Rooms $ _____
- [ ] On-site Company Room $ _____
- [ ] Hospitality Suites $ _____
- [ ] Press Room $ _____
- [ ] Speakers Preparatory Room $ _____
- [ ] Storage Room $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____

Sub-Total B $ _____

C. TRAVEL ARRANGEMENTS

☐ Airline Fares $ _____

☐ Ground Transportation $ _____

☐ Taxis and Limousines $ _____

☐ Shuttle Buses $ _____

☐ Porters $ _____

☐ Skycaps $ _____

☐ Bell persons $ _____

☐ Staff Transportation in Area $ _____

☐ Offshore Departure Tax $ _____

☐ Shipping Materials $ _____

☐ Storage $ _____

☐ Special Transportation $ _____

☐ Gratuities $ _____

☐ _____ $ _____

☐ _____ $ _____

☐ _____ $ _____

Sub-Total C $ _____

D. FOOD

☐ Meals $ _____

☐ Banquets $ _____

☐ Dine-around $ _____

☐ Refreshment Breaks $ _____

☐ Receptions $ _____

☐ Cocktail Parties $ _____

☐ Hors D' Oeuvres $ _____

☐ _____ $ _____

☐ _____ $ _____

Sub-Total D $ _____

E. SPEAKERS AND ENTERTAINERS

- ☐ Keynote Speaker(s) $ _____
- ☐ Seminar Leader(s) $ _____
- ☐ Entertainer(s) $ _____
- ☐ Spouse Program(s) $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____

     $ _____

Sub-Total E $ _____

F. AUDIO-VISUAL EQUIPMENT

- ☐ PA System $ _____
- ☐ Extra microphones and speakers $ _____
- ☐ Special lighting $ _____
- ☐ Projection equipment $ _____
- ☐ Video and audio recording $ _____
- ☐ Flip charts $ _____
- ☐ Pads and pencils $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____

Sub-Total F $ _____

G. RECREATION

- ☐ Golf $ _____
- ☐ Tennis $ _____
- ☐ Outings $ _____

Sub-Total G $ _____

G. RECREATION

- [ ] Sightseeing $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____

Sub-Total G $ _____

H. DECORATION

- [ ] Banners $ _____
- [ ] Special Signs $ _____
- [ ] Flowers and Plants $ _____
- [ ] Banquet Set-up $ _____
- [ ] Center Pieces $ _____
- [ ] Stage set-up $ _____
- [ ] Stage Backdrop/Drapery $ _____
- [ ] Stage Lighting $ _____
- [ ] Props, Sets for Theme $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____

Sub-Total H $ _____

I. PRINTING - *Pre-Convention*

- [ ] Writers $ _____
- [ ] Graphic Design $ _____
- [ ] Promotional Pieces $ _____
- [ ] Pre-Registration Forms $ _____
- [ ] Ticket Order Forms $ _____

Sub-Total I $ _____

I. PRINTING - *Mailings and Convention Packet*

- ☐ Paper $ _____
- ☐ Printing $ _____
- ☐ Envelopes $ _____
- ☐ Handling $ _____
- ☐ Postage $ _____
- ☐ Packet $ _____
- ☐ Envelopes $ _____
- ☐ Welcome Letter $ _____
- ☐ Registration Forms $ _____
- ☐ Name Badges, Holders, Ribbons $ _____
- ☐ Convention Program $ _____
- ☐ Trade Show Program $ _____
- ☐ List of Attendees $ _____
- ☐ Special Acknowledgements $ _____
- ☐ Convention Schedule $ _____
- ☐ Special Announcements $ _____
- ☐ Sight-seeing List $ _____
- ☐ Daily Agendas $ _____
- ☐ Sign-up Forms $ _____
- ☐ List of Eating Places $ _____
- ☐ Special Meal Tickets $ _____
- ☐ Special Function Tickets $ _____
- ☐ Special Invitations $ _____
- ☐ Awards Dinner Program $ _____
- ☐ Newsletter $ _____
- ☐ Workbook/Handouts $ _____
- ☐ Evaluation Forms $ _____
- ☐ Banner and Signs $ _____
- ☐ Acknowledgement Letters $ _____

Sub-Total I $ _____

J. GIFTS AND AWARDS

- ☐ Recognition Plaques — $ _____
- ☐ Winner Awards — $ _____
- ☐ Awards for Special Guests — $ _____
- ☐ Plaques for Speakers — $ _____
- ☐ Flowers for VIP's — $ _____
- ☐ President's Gift — $ _____
- ☐ Door Prizes — $ _____
- ☐ Gifts for Convention Packet — $ _____
- ☐ Special Gift for Attendees — $ _____
- ☐ Gift for Spouses — $ _____
- ☐ Prizes for Sporting Event Winners — $ _____
- ☐ _____ — $ _____
- ☐ _____ — $ _____
- ☐ _____ — $ _____

Sub-Total J $ _____

K. PERSONNEL

- ☐ Outside Consultants Fee — $ _____
- ☐ Special Secretariat Help — $ _____
- ☐ Extra Clerical Help — $ _____
- ☐ Meeting Planners Assistants — $ _____
- ☐ Messengers — $ _____
- ☐ Travel Coordinators — $ _____
- ☐ Registration Personnel — $ _____
- ☐ Volunteer Registrar Expenses — $ _____
- ☐ Security Guards — $ _____
- ☐ Guard for Trade Show — $ _____
- ☐ Guards for Special Events — $ _____

Sub-Total K $ _____

K. PERSONNEL

- [ ] Drivers $ _____
- [ ] Photographers $ _____
- [ ] Special A/V People $ _____
- [ ] Sound Person $ _____
- [ ] Projectionist $ _____
- [ ] Videographer $ _____
- [ ] Stagehands $ _____
- [ ] Electricians $ _____
- [ ] Carpenters $ _____
- [ ] Porters $ _____
- [ ] Babysitters $ _____
- [ ] First Aid Nurse $ _____
- [ ] Minister $ _____
- [ ] Gratuities $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____
- [ ] _____ $ _____

Sub-Total K $ _____

L. MISCELLANEOUS EXPENSES

- [ ] Taxes $ _____
- [ ] Insurance $ _____
- [ ] Overtime $ _____
- [ ] Storage $ _____
- [ ] Gratuities $ _____
- [ ] Office Supplies $ _____
- [ ] Bulletin $ _____
- [ ] Computers $ _____

Sub-Total L $ _____

L. MISCELLANEOUS EXPENSES

- ☐ Furniture $ _____
- ☐ Telephones $ _____
- ☐ Paper $ _____
- ☐ Walkie-Talkies $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____
- ☐ _____ $ _____
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- ☐ _____ $ _____
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- ☐ _____ $ _____
- ☐ _____ $ _____

Sub-Total L $ _____

GRAND TOTAL $ _____