

SAMPLE BUDGET PLANNING CHECK LIST

When planning a special-event budget, take applicable costs for the following into account.

Event Date: _____

EVENT NAME/DESCRIPTION

FACILITIES

- Rental of meeting/reception rooms(s)
- Rain (or inclement weather) location
- Overnight accommodations
- Number of rooms: _____ Rate _____

RENTALS

- Chairs
- Tables
- Tablecloths/linens
- Props (specify)
- Lectern/podium
- Tent or Canopy
- Floor or carpeting
- Risers
- Ropes/stanchions
- Lighting
- Extra help
- Coat checkroom
- Outdoor toilets
- Booths
- Backdrop
- Trash containers
- Fencing
- Registration desk/stools
- Special electrical hook-up
- Special telephone hook-up
- Set-up charges
- Clean-up charge
- Pipe and drape

FOOD SERVICE

- Number of people to be served _____
- Cost per person _____

Cost per person for:

- Coffee hour _____
- Luncheon _____
- Dinner _____
- Afternoon break _____
- Cocktail hour _____
- Liquor _____
- Wine _____
- Other beverages _____
- Table linens _____
- Rented table service _____
- Gratuities _____
- Test meal _____

DECORATIONS

- Flowers
- Table decorations
- Extra plants
- Props
- Corsages, boutonnieres
- Candles/votives
- Direction signs
- Other decor. (ribbons, balloons, etc)

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DESIGN AND PRINTING

- Design concept and package
- Advance notice/"save the date" cards
- Invitations/RSVP Cards
- Programs
- Promotional flyers
- Posters
- Tickets
- Maps
- Place cards
- Signs
- Registration packets
- Nametag holders
- Any other printed material
- Panel nameplates
- Webpage
- Online RSVP page

POSTAGE AND SHIPPING

- Postage for invitations and reply cards
- Bulk mailing of promotional materials
- Mailing house charges
- Shipping

RECOGNITION ITEMS

- Awards, plaques, trophies
- Engraving
- Calligraphy
- Framing
- Shipping and handling

MISCELLANEOUS

- VIP travel and expenses
- Honoraria (non-alumnae)
- Gifts
- Mementos
- Temporary help
- Security/Fire Attendant/Ambul./NP
- Insurance
- First-aid station
- Taping and transcribing proceeding
- Visitor's Center materials and staff
- Accessibility equipment- ramps,
- Sign interpreters, etc.

TRANSPORTATION

- Busses
- Vans
- Parking
- Valets
- Mileage
- Drivers
- Tolls

ENTERTAINMENT

- Fees
- Additional equipment
- Promoter fees

PUBLICITY

- Advertising
- Photographer
- Printed photos
- Slides
- Duplicating
- Mailing
- Entertaining/hospitality for press
- Press room equipment
- Banners
- Graphic designer

AUDIO-VISUAL EQUIPMENT

- Slide and film projectors
- Screens
- Extension cords
- Projector carts
- Microphones
- Mixers
- Speaker system
- Tape recorders
- Television monitors
- VCRs, DVDs
- Overhead projectors
- Pointers
- Flip charts/blackboards
- WiFi
- Technician and operator service

OTHER EXPENSES

- Staff time
- Overtime and compensatory time
- Additional staff (temp and students)
- Data processing
- Phones
- Duplicating
- Postage for general correspondence
- Supplies (pens, pads, decals, folders)
- Committee materials
- Hospitality for committee members
- Complimentary tickets
- Staff accommodations
- Staff travel and expenses
- Electrical connections
- Water hook-ups