

Meeting Planner's Budget Planning Checklist

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(s)	\$ _____
()	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	\$ _____

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()	Bellpersons	\$ _____
()	Staff transportation in area	\$ _____
()	Offshore departure tax	\$ _____
()	Shipping materials	\$ _____
()	Storage	\$ _____
()	Special transportation	\$ _____
()	Gratuities	\$ _____
		Sub-Total C \$ _____
D. FOOD		
()	Meals (list individually)	\$ _____
()	Banquets	\$ _____
()	Dine-around	\$ _____
()	Refreshment breaks	\$ _____
()	Receptions (list individually)	\$ _____
()	Cocktail Parties	\$ _____
()	Hors D' oeuvres	\$ _____
		Sub-Total D \$ _____
E. SPEAKERS AND ENTERTAINERS		
()	Keynote Speaker(s)	\$ _____
()	Seminar Leader(s)	\$ _____
()	Workshop Facilitator(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	\$ _____

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()	Flip charts	\$ _____
()	Pads and pencils	\$ _____
		Sub-Total F \$ _____
G. RECREATION		
()	Golf	\$ _____
()	Tennis	\$ _____
()	Outings	\$ _____
()	Sightseeing	\$ _____
()	Other	\$ _____
		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		
1. Pre-Convention		
()	Writers	\$ _____
()	Graphic design	\$ _____
()	Promotional pieces	\$ _____
()	Preregistration forms	\$ _____
()	Ticket order forms	\$ _____
2. Mailings		
()	Paper	\$ _____

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()	Printing	\$ _____
()	Envelopes	\$ _____
()	Handling	\$ _____
()	Postage	\$ _____
3. Convention Packet		
()	Packet envelopes	\$ _____
()	Welcoming letter	\$ _____
()	Registration forms	\$ _____
()	Name badges, holders and ribbons	\$ _____
()	Convention program	\$ _____
()	Trade show program	\$ _____
()	List of attendees	\$ _____
()	Special acknowledgments	\$ _____
()	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	\$ _____
()	On-site newsletter	\$ _____
()	Workbooks and handouts	\$ _____
()	Evaluation forms	\$ _____
()	Banners and signs	\$ _____
()	Acknowledgment letters	\$ _____
		Sub-Total I \$ _____
J. Gifts And Awards		
()	Recognition plaques	\$ _____
()	Winners awards	\$ _____

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()	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 secretarial 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	\$ _____
()	Drivers	\$ _____
()	Photographers	\$ _____
()	Special A/V people	\$ _____
()	Sound man	\$ _____
()	Projectionist	\$ _____
()	Video cameraman	\$ _____
()	Stagehands	\$ _____
()	Electricians	\$ _____
()	Carpenters	\$ _____
()	Porters	\$ _____

()	Baby sitters	\$ _____
()	First aid nurse	\$ _____
()	Minister	\$ _____
()	Gratuities	\$ _____
		Sub-Total K \$ _____
L. MISCELLANEOUS EXPENSES		
()	Taxes	\$ _____
()	Insurance	\$ _____
()	Overtime	\$ _____
()	Storage	\$ _____
()	Gratuities	\$ _____
()	Office supplies	\$ _____
()	Bulletin typewriters	\$ _____
()	Computers	\$ _____
()	Furniture	\$ _____
()	Telephones	\$ _____
()	Paper	\$ _____
()	Walkie-Talkies	\$ _____
()	Fax expenses	\$ _____
		Sub-Total L \$ _____
		GRAND TOTAL \$ _____



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