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		Banquet menus and programs if separate
	Researching sites, including costs of directories, soft-		from program booklet
	ware, etc.	Ч	Enclosures, order forms, and other items in registration packets
	Preparing and distributing requests for proposals		Exhibit programs (if separate from program booklet)
Ч	Travel, housing, ground transportation, and other		
	site visit costs		Special invitations
2.	STAFF	_	Materials for divisions, committees, board members, special interest groups, published proceed-
	Salaries and benefits for permanent staff		ings, abstracts
	Wages for temporaries	_	DDOCDAM
	On-site expenses for travel, housing, and		PROGRAM
	r costs	Planning: committee meetings, telephone, mailing, duplicating	
	Custodial, security, electrical, audiovisual,		Expenses of speakers: honoraria, amenities, travel
	and other contracted		Audiovisual services
3.	PROMOTION		
	Production and distribution of promotional pieces		Meeting room rental costs
	and other delivery vehicles		Special events, entertainment
	Telephone fees		Golf or other sporting events
	Advertising costs	_	Decoration costs
	Registration/housing confirmations	_	Signs
		Ц	Awards
			Flowers
4.	PRINTING		Food and beverage costs
	Forms for registration (and housing if done		Office furniture and equipment
	in house)		Staging
	Tour and special event order forms		Registration equipment
	Tickets for meals and special events		Telephone
	Program agenda booklet		Press room
	Badge blanks and holders		Simultaneous translation and audience
	Special handouts and announcements		response equipment

Reprinted from the Professional Convention Management Association's (PCMA) "Living Checklist" series. To access additional "Living Checklists," visit the PCMA website at pcma.org.

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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
	Shipping
	Storage
	Gifts
	Shuttles, limousines and other transportation
	Accounting
	Legal services