



Special Events Budget Planning Checklist

1. Facilities

- Rental of meeting or reception room(s)
- Overnight accommodation

Rental of:

- Chairs
- Tables
- Props
- Lectern
- Tent
- Canopy
- Lighting
- Extra help
- Coat checkroom
- Special electrical hookups
- Setup charges
- Cleanup charges

2. Food Services

- Number of people to be served

Cost per person for:

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

3. Equipment Rental

- Flooring or carpeting
- Risers
- Ropes or stanchions
- Outdoor toilets
- Booths
- Lighting
- Backdrop
- Trash containers
- Fencing

4. Decorations

- Flowers
- Tables decorations
- Extra plants
- Props
- Corsages, boutonnieres
- Candles
- Direction signs
- Decorations (ribbon, balloons, etc.)

5. Design and Printing

- Fee for design concept
- Advance announcements
- Invitations
- Programs
- Promotional flyers
- Posters
- Tickets
- Maps
- Place cards
- Signs
- Registration packets
- Name tags and holders

6. Postage and Shipping

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

7. Recognition Items

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

8. Miscellaneous

- VIP travel and expenses
- Honoraria
- Gifts
- Mementos
- Extra help
- Security
- Insurance
- First-aid station
- Recording and transcribing proceedings
- Visitors' center materials
- Electrical connections
- Water hookups

9. Transportation

- Buses
- Vans
- Parking
- Valets

10. Entertainment

- Fees
- Additional equipment
- Promoter fees

11. Publicity

- Advertising
- Photographer
- Printed photos
- Duplication
- Mailing
- Entertaining/hospitality for the press
- Press-room equipment
- Banners

12. Audio-Visual Equipment

- Projectors
- Screens
- Extension cords
- Microphones
- Mixers
- Speaker system
- Pointers
- Technician and operation services

13. Office Expenses

- Staff time
- Overtime and compensatory
- Additional staff
- Data processing
- Duplicating
- Postage for general correspondence
- Supplies (pens, decals, folders)
- Committee materials
- Hospitality for committee members
- Complimentary tickets
- Staff accommodations
- Staff travel and expenses

Checklist assembled with information courtesy of AFP Review