

## **Components of a budget**

Budget planning and preparation is a time consuming process and can be challenging because there are so many details to remember. All events are different and you might not need all the items listed below for the event you are planning today, but they may come handy for a future one.

## **Renting meeting space and hotel rooms**

- ✓ Meeting room
  - ✓ How many rooms
  - ✓ How many days
  - ✓ Overnight hold, if needed
  - ✓ Cost per room per day
  - ✓ Cost per room per night
  
- ✓ Guest rooms
  - ✓ How many rooms
  - ✓ How many nights
  - ✓ Cost per room

## **Marketing**

- ✓ Graphics
- ✓ Printing
- ✓ Website
- ✓ Video Production
- ✓ Visual aids
- ✓ Name-tags
- ✓ Mailings (letters, messenger)

## **Production**

### **Office and reception**

- ✓ Banners/visuals
- ✓ Signage
- ✓ Administrative materials (files, schedule, pencils, etc.)
- ✓ Equipment rental
- ✓ Computer rental
- ✓ Walkie-talkie

- ✓ Furniture rental (tables, chairs, etc.)
- ✓ Business expenses
- ✓ Coffee break

### **Gifts**

- ✓ Number of gifts
- ✓ Cost per gift

### **Prize handling**

- ✓ Number of prizes
- ✓ Cost per prize

### **Entertainment**

- ✓ Major Entertainment act (musical group, dance, etc)
- ✓ DJ
- ✓ Background music
- ✓ Accessories and decorations
- ✓ Entertainment workshops
- ✓ Speaker
- ✓ Photographer

### **During the event**

- ✓ Opening production
- ✓ Material/Equipment/Labor
- ✓ Safety
- ✓ Electricity

### **Breaks**

- ✓ Number of breaks
- ✓ Audio-visual equipment
- ✓ Production of the elements

## **Production of the speaker support materials**

- ✓ Duration of the speech
- ✓ Images per minute
- ✓ Cost per image

## **Additional venue, separate from the event**

- ✓ Venue rental
- ✓ Food and beverages
- ✓ Entertainment
- ✓ Audio-visual equipment and labour
- ✓ Transportation
- ✓ Administration

## **Theme events**

- ✓ Accessories and decorations
- ✓ Food and beverage
- ✓ Entertainment
- ✓ Audio-visual equipment
- ✓ Administration

## **Food and Beverage**

### **Breakfast**

- ✓ Number of meals to be served
- ✓ Cost per guest

### **Lunch**

- ✓ Number of meals to be served
- ✓ Cost per guest

## **Supper**

- ✓ Number of meals to be served
- ✓ Cost per guest

## **Coffee break**

- ✓ Number of breaks per day
- ✓ Cost per guest per day

## **Staff Transportation and Ancillary Expenses**

### **Site Inspection**

- ✓ Number of travelers
- ✓ How many days
- ✓ How many rooms
- ✓ Cost per room
- ✓ Price of the train/ plane/bus ticket
- ✓ Price of car rental
- ✓ On-site Expenses

### **On location**

- ✓ Number people requiring transportation
- ✓ Price of car rentals
- ✓ Expenses