SMITH COLLEGE

Events Management Office (EMO)
51 College Lane, Northampton, MA
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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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- ☐ Other decor. (ribbons, balloons, etc)

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