### SAMPLE BUDGET PLANNING CHECK LIST

When planning a special-event budget, take applicable costs for the following into account.

**Event Date: ____________________**

#### EVENT NAME/DESCRIPTION

<table>
<thead>
<tr>
<th><strong>FACILITIES</strong></th>
<th><strong>RENTALS</strong></th>
<th><strong>FOOD SERVICE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Rental of meeting/reception rooms(s)</td>
<td>□ Chairs</td>
<td>□ Number of people to be served _____</td>
</tr>
<tr>
<td>□ Rain (or inclement weather) location</td>
<td>□ Tables</td>
<td>□ Cost per person________</td>
</tr>
<tr>
<td>□ Overnight accommodations</td>
<td>□ Tablecloths/linens</td>
<td>□ Coffee hour</td>
</tr>
<tr>
<td>□ Number of rooms: _____ Rate _________</td>
<td>□ Props (specify)</td>
<td>□ Luncheon</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>DEPARTMENTS</strong></th>
<th><strong>FOOD SERVICE</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Lectern/podium</td>
<td>□ Number of people to be served _____</td>
</tr>
<tr>
<td>□ Tent or Canopy</td>
<td>□ Cost per person________</td>
</tr>
<tr>
<td>□ Floor or carpeting</td>
<td>□ Rental of meeting/reception rooms(s)</td>
</tr>
<tr>
<td>□ Risers</td>
<td>□ Cost per person for:</td>
</tr>
<tr>
<td>□ Ropes/stanchions</td>
<td>□ Coffee hour</td>
</tr>
<tr>
<td>□ Lighting</td>
<td>□ Rain (or inclement weather) location</td>
</tr>
<tr>
<td>□ Extra help</td>
<td>□ Dinner</td>
</tr>
<tr>
<td>□ Coat checkroom</td>
<td>□ Afternoon break</td>
</tr>
<tr>
<td>□ Outdoor toilets</td>
<td>□ Cocktail hour</td>
</tr>
<tr>
<td>□ Booths</td>
<td>□ Liquor</td>
</tr>
<tr>
<td>□ Backdrop</td>
<td>□ Wine</td>
</tr>
<tr>
<td>□ Trash containers</td>
<td>□ Other beverages</td>
</tr>
<tr>
<td>□ Fencing</td>
<td>□ Table linens</td>
</tr>
<tr>
<td>□ Registration desk/stools</td>
<td>□ Rented table service</td>
</tr>
<tr>
<td>□ Special electrical hook-up</td>
<td>□ Gratuities</td>
</tr>
<tr>
<td>□ Special telephone hook-up</td>
<td>□ Test meal</td>
</tr>
<tr>
<td>□ Set-up charges</td>
<td>□ DéCORATIONS</td>
</tr>
<tr>
<td>□ Clean-up charge</td>
<td>□ Flowers</td>
</tr>
<tr>
<td>□ Pipe and drape</td>
<td>□ Table decorations</td>
</tr>
</tbody>
</table>

### DECORATIONS

<table>
<thead>
<tr>
<th><strong>FOOD SERVICE</strong></th>
<th><strong>DEPARTMENT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Corsages, boutonnieres</td>
<td>□ Flowers</td>
</tr>
<tr>
<td>□ Candles</td>
<td>□ Table decorations</td>
</tr>
<tr>
<td>□ Direction signs</td>
<td>□ Extra plants</td>
</tr>
<tr>
<td>□ Other decor. (ribbons, balloons, etc)</td>
<td>□ Props</td>
</tr>
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<tr>
<td>□ Candles</td>
<td>□ Direction signs</td>
</tr>
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</tbody>
</table>
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, etc.
- 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