

Planning Helper **SAMPLE**

Budget Checklist

Overall Budget for Meeting, Conference, Event or Social Function

Name of Function or Event

Day / Date / Year – Location of Hotel or Lodging Venue

Budget Preliminaries

- | | |
|---|---|
| <input type="checkbox"/> Break-even point established | <input type="checkbox"/> Current quotes received from all sources |
| <input type="checkbox"/> Financial objectives determined | <input type="checkbox"/> Final budget submitted for approval |
| <input type="checkbox"/> History pulled from similar events | <input type="checkbox"/> Approved budget distributed to committees |
| <input type="checkbox"/> Expense and revenue spreadsheet set-up | <input type="checkbox"/> Weekly reporting and analysis scheduled |
| <input type="checkbox"/> Timeline spreadsheet set-up | <input type="checkbox"/> Payment timeline set - before, during, after event |
| <input type="checkbox"/> Budget forecast drafted for review | <input type="checkbox"/> Backup strategy in place if revenue shortfall |
| <input type="checkbox"/> Weekly updates scheduled | <input type="checkbox"/> Payment schedule set-up |
| <input type="checkbox"/> | <input type="checkbox"/> |

Budget Administrative

- | | |
|---|---|
| <input type="checkbox"/> Administrative – salaries, travel expenses | <input type="checkbox"/> Office supplies and equipment rental |
| <input type="checkbox"/> Attrition | <input type="checkbox"/> Personnel - temps |
| <input type="checkbox"/> Committee expense | <input type="checkbox"/> Postage, handling and shipping |
| <input type="checkbox"/> Insurance, permits | <input type="checkbox"/> Printing and copying |
| <input type="checkbox"/> Legal services | <input type="checkbox"/> Processing fees – credit card |

Budget Expense

- | | |
|---|--|
| <input type="checkbox"/> Audiovisual | <input type="checkbox"/> Recreational programs |
| <input type="checkbox"/> Awards - gifts | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Signage |
| <input type="checkbox"/> Decorations, props | <input type="checkbox"/> Space Rental – functions, meetings, events |
| <input type="checkbox"/> Exhibit services and materials | <input type="checkbox"/> Speakers – fees and travel |
| <input type="checkbox"/> Food and beverage | <input type="checkbox"/> Taxes, fees, gratuities, service charges |
| <input type="checkbox"/> Guest programs – spouse, family | <input type="checkbox"/> Transportation - Ground |
| <input type="checkbox"/> Marketing, promotions, advertising, design | <input type="checkbox"/> Vendors – entertainment - service providers |
| <input type="checkbox"/> Program development | <input type="checkbox"/> Vendors – entertainment - service providers |

Budget Income

- | | |
|--|--|
| <input type="checkbox"/> Advertisements | <input type="checkbox"/> Recreational programs |
| <input type="checkbox"/> Exhibitor booths | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Guest programs – spouse, family | <input type="checkbox"/> Sponsorship |
| <input type="checkbox"/> Memberships | <input type="checkbox"/> Ticket sales |

Budget Wrap-Up

- | | |
|---|---|
| <input type="checkbox"/> Master account verified before departure | <input type="checkbox"/> Letters of appreciation distributed to all parties |
| <input type="checkbox"/> Undisputed charges paid within 30 days | <input type="checkbox"/> |
| <input type="checkbox"/> Resolution date set for disputed charges | <input type="checkbox"/> |