



MEETING BUDGET

REVENUES

	BASE AMOUNT	GST/PST	TOTAL	# Attendees
Registration: Member (Early)			\$ -	
Registration: Member (Regular)			\$ -	
Registration: Future Member			\$ -	
Registration: Guest			\$ -	
Sponsorship			\$ -	
Tradeshaw			\$ -	
LESS: BURSARY			\$ -	
			TOTAL:	

EXPENSES

CATEGORY	NUMBER	EXPENSE	TOTAL	BUDGETED
SITE SELECTION				
Planning committee meeting			\$0.00	
Pre-meeting travel			\$0.00	
Site inspection expenses			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
ACCOMMODATIONS				
VIP suites			\$0.00	
Special guest suites			\$0.00	
Single rooms			\$0.00	
Studio Apts			\$0.00	
Family Suites			\$0.00	
Cascade Apts			\$0.00	
Townhomes			\$0.00	
Gratuities			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
MEETING ROOMS				
Exhibit hall			\$0.00	
General session room			\$0.00	
Break-out rooms			\$0.00	
Meal function rooms			\$0.00	
Hospitality rooms			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
TRAVEL				
Airline fares			\$0.00	
Ground transportation			\$0.00	
Shipping			\$0.00	
Storage			\$0.00	
Gratuities			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
FOOD & BEVERAGE				
Meals			\$0.00	
Breakfast			\$0.00	
Lunch			\$0.00	
Dinner			\$0.00	
Receptions			\$0.00	
Cocktail parties			\$0.00	
Breaks			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00



CATEGORY	NUMBER	EXPENSE	TOTAL	BUDGETED
CONFERENCE MANAGEMENT				
Financial Management Pkg Fees			\$0.00	
Registration Management Pkg Fees			\$0.00	
Website Development Fees			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
AUDIO/VISUAL EQUIPMENT				
Microphones & speakers			\$0.00	
Special lighting			\$0.00	
Projection equipment			\$0.00	
Audio & video recording			\$0.00	
Flip charts			\$0.00	
Pads & pencils			\$0.00	
Telephone / internet connections			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
DECORATIONS				
Banners			\$0.00	
Special signs			\$0.00	
Flowers & plants			\$0.00	
Banquet set-up			\$0.00	
Center pieces			\$0.00	
Stage set-up			\$0.00	
Props, sets			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
SPEAKERS & ENTERTAINMENT				
Keynote speaker			\$0.00	
Other speakers			\$0.00	
Entertainers			\$0.00	
Spouse programs			\$0.00	
Other			\$0.00	
Sub-Total			\$0.00	
RECREATION				
Golf			\$0.00	
Tennis			\$0.00	
Outings			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
PRINTING				
Pre-meeting			\$0.00	
Writers			\$0.00	
Graphic design			\$0.00	
Promotional pieces			\$0.00	
Pre-registration forms			\$0.00	
Other			\$0.00	
Pre-meeting Sub-Total:			\$0.00	\$0.00
Mailings				
Paper			\$0.00	
Printing			\$0.00	
Envelopes			\$0.00	
Postage			\$0.00	
Handling			\$0.00	
Other			\$0.00	
Mailings Sub-Total:			\$0.00	\$0.00



CATEGORY	NUMBER	EXPENSE	TOTAL	BUDGETED
Meeting Packets				
Envelopes/folders			\$0.00	
Welcoming letter			\$0.00	
Registration forms			\$0.00	
Name badges, etc.			\$0.00	
Programs/agenda			\$0.00	
List of attendees			\$0.00	
Special announcements			\$0.00	
Sign-up forms			\$0.00	
Workbooks & handouts			\$0.00	
Evaluation forms			\$0.00	
Other			\$0.00	
Meeting Packets Sub-Total:			\$0.00	\$0.00
Printing Sub-Total:			\$0.00	\$0.00
GIFTS & AWARDS				
Recognition plaques			\$0.00	
Attendees' gifts			\$0.00	
Speakers' gifts			\$0.00	
Spouses' gifts			\$0.00	
Door prizes			\$0.00	
Sporting events winners' gifts			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
CAMPUS/CONTRACT PERSONNEL				
Outside consultants			\$0.00	
Clerical			\$0.00	
Travel coordinators			\$0.00	
Registration personnel			\$0.00	
Security guards			\$0.00	
Rentals: Tents, chairs, tables, etc.			\$0.00	
Parking			\$0.00	
Facilities w/o setup/teardown, garbage			\$0.00	
A/V technicians			\$0.00	
Drivers			\$0.00	
Photographers			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
MISCELLANEOUS				
Taxes			\$0.00	
Insurance			\$0.00	
Communications			\$0.00	
Other			\$0.00	
Sub-Total:			\$0.00	\$0.00
TOTAL:			\$0.00	\$0.00

COMMENTS