

# GREAT WOLF LODGE.

GROUPS & MEETINGS

*Plan on it.*

## Meeting Planner Budgeting Checklist

Since every meeting is different, the following is a guideline of possible expenditures that may be included in producing a successful meeting.

### 1. Site Selection

- Researching sites, including costs of directories, software, etc
- Preparing and distributing requests for proposals
- Travel, housing, ground transportation, and other site visit costs

### 2. Staff

- Salaries and benefits for permanent staff
- Wages for temporaries
- On-site expenses for travel, housing and other costs
- Custodial, security, electrical, audiovisual, and other contracted

### 3. Promotion

- Production and distribution of promotional pieces and other delivery vehicles
- Telephone fees
- Advertising costs
- Registration/housing confirmations

### 4. Printing

- Forms for registration (and housing if done in house)
- Tour and special event order forms
- Tickets for meals and special events
- Program agenda booklet
- Badge blanks and holders
- Special handouts and announcements

- Banquet menus and programs if separate from program booklet
- Enclosures, order forms, and other items in registration packets
- Exhibit programs (if separate from program booklet)
- Special invitations
- Materials for divisions, committees, board members, special interest groups, published proceedings, abstracts

### 5. Program

- Planning: committee meetings, telephone, mailing, duplicating
- Expenses of speakers: honoraria, amenities, travel
- Audio visual services  
*\*Ask about service charges/taxes where applicable*
- Meeting room rental costs
- Special events, entertainment
- Golf or other sporting events
- Decoration costs
- Signs
- Awards
- Flowers
- Food and beverage costs  
*\*Ask about service charges/taxes*
- Office furniture and equipment
- Staging
- Registration equipment

**Checklist**

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- Telephone
- Press room
- Simultaneous translation and audience response equipment

### 6. Exhibits Promotion

- Communication contracts
- Room rental costs
- Decorator services
- Audiovisual
- Duplication services: manuals, lists, regulations, charts, etc
- Drayage
- Electrical costs
- Storage fees
- Staff office accommodations

### 7. Spouse, Children, Guest Programs

- Coordinator expenses
- Gifts and amenities
- Printed program
- Transportation costs
- Entertainment
- Committee expenses
- Child care
- Insurance
- Signs

### 8. Miscellaneous Expenses to Keep in Mind

- Office supplies
- Insurance
- Taxes and Gratuities
- Shipping
- Storage
- Gifts
- Shuttles, limousines, and other transportation
- Legal services

*Reprinted from the Professional Convention Management Association's  
(PCMA) "Living Checklist" series.*