



Convention planning: Budget.

MySwitzerland.com/meetings

A detailed list of possible expenses as well as potential revenue. Delete what you do not need, and use it as a base document for your individual calculations.

EXPENSES	Budget ₁	Actual ₂
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1. Organisation & Staff

Convention preparation and implementation		
1.1 Convention organiser (if applicable, an appointed PCO)		
1.2 Convention organisational staff		
1.3 (Project) accounting		
1.4 Staff registration		
1.5 Head programme secretariat		
1.6 Staff programme secretariat		
1.7 (Project) press office		
1.8 Translators		

Staff during convention		
1.9 Technical staff at the convention venue		
1.9.1 Sound technicians		
1.9.2 Image technicians		
1.9.3 Lighting technicians		
1.9.4 Other technicians		
1.9.5 Technical assistants		
1.10 Hall staff/manager		
1.11 Invited speakers		
1.12 Interpreters		
1.13 Hostesses (venue, supporting programme etc.)		
1.14 Other staff/assistants		
1.14.1 Admission staff and security		
1.14.2 Computer staff convention office		
1.14.3 Meeting room service, messengers		
1.14.4 Hotel counter		
1.14.5 Supporting programme/information counter		
1.14.6 Telephone exchange		
1.14.7 Convention photographer		
1.14.8 Cloakroom/toilet service		
1.14.9 Cleaning service		

1.14.10 First aid service		
1.14.11 Security service/night watch		
1.14.12 Parking attendants/marshals		
1.14.13 Other		

Subtotal Organisation & Staff		
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2. Venue Hire

2.1 Lecture hall/s		
2.2 Meeting rooms		
2.3 Side rooms/storage/shelving		
2.4 Industrial exhibition area/s		
2.5 Poster exhibition area/s		
2.6 Energy/other costs		
2.7 Furniture hire/hall set-up		
2.7.1 Poster/exhibition/logo wall		
2.7.2 Tables, chairs		
2.7.3 Podium, lectern, stage		
2.7.4 Barriers, refuse bins		
2.8 Other		

Subtotal Venue Hire		
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3. Additional Equipment (not included in venue hire)

Sound / audio equipment		
3.1 Table/standing microphones, microports		
3.2 Discussion equipment		
3.3 Amplifying/loudspeaker/sound equipment		
3.4 Telephone/fax equipment		
3.4.1 Telephone/WLAN connection		
3.5 Simultaneous translation equipment		
3.5.1 Audio points/transmission equipment		
3.5.2 Interpreter booths		
3.6 CD/DVD players		
3.7 Other		

Imaging / video equipment		
3.9 Film projector		
3.10 Overhead projector		
3.11 Slide projector		
3.12 TV set/flat screen		
3.13 Video recorder, camcorder, TV camera		
3.14 Big screen projector/beamer		
3.15 Screen		
3.16 Flipchart/s		
3.17 Other		

Lighting equipment		
3.18 Lights		
3.19 Auxiliary spotlights		
3.20 Extra lighting (e.g. laser)		
3.21 Other		

Subtotal Additional Equipment		
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4. Printed Materials

Advertising & implementation		
4.1 Graphics – design/final drawings		
4.2 Authors – texts various (programme etc.)		
4.3 Envelopes		
4.4 Stationery		
4.5 Posters & flyers		
4.6 Stickers		
4.7 Announcements, latest information		
4.8 Convention pre/main programme (flyers or similar)		
4.9 Proceedings (convention documents)		
4.10 Participant/exhibitor list		
4.11 Name plates		
4.12 Orientation plan/programme synopsis		

Organisational printed materials		
4.13 Registration forms		
4.14 Reservation confirmations		
4.15 Invoice forms		
4.16 Programme of events / running order		
4.17 Participation certificates, documentation		
4.18 Tax certification		
4.19 Correspondence with authors/speakers		
4.20 Invitations		
4.21 Invitation cards for (supporting) events		
4.22 Admission tickets		
4.23 Voucher books		
4.24 Hotel reservation confirmations/vouchers		
4.25 Parking permits		
4.26 Tickets/vouchers for public transport		
4.27 City maps, brochures		
4.28 Press passes/kits		
4.29 Photocopies		
4.30 Other		

Subtotal Printed Materials		
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5. Postage, Dispatch, Telephone/Fax

5.1 Announcements, latest information		
5.2 Convention pre/main programme		
5.3 Proceedings		
5.4 Poster rolling/dispatch		
5.5 Correspondence organisational office		
5.6 Correspondence programme committee		
5.7 Telephone/fax, postage organisational office		
5.8 Telephone/fax, postage press office		
5.9 Dispatch handling (stuffing envelopes etc.)		
5.10 Other		

Subtotal Postage, Dispatch, Telephone/Fax

6. Convention Materials

6.1 Convention cases/bags/kits		
6.2 Note pads, pens		
6.3 Name tag holders, clips		
6.4 Office supplies various		
6.5 Signposts/signage (interior/exterior), flags		
6.6 Decoration, flower decoration		
6.7 Table stand for moderators		
6.8 Gifts, prizes, plaques		
6.9 Technical and other accessories		
6.10 Other		

Subtotal Convention Materials

7. Arrival/Departure & Accommodation

7.1 Organising committee		
7.2 Press office		
7.3 Invited speakers, moderators, VIPs		
7.4 Interpreters		
7.5 Hostesses, assistants		
7.6 Other		

Subtotal Arrival/Departure & Accommodation

8. Supporting Programmes

8.1 Opening session		
8.2 Welcome evening, get together, speakers' dinner		
8.3 Reception of convention chairman		
8.4 Festive evenings, banquets		
8.5 Closing event		
8.6 Technical tours, information trips		
8.7 Excursions		
8.8 Museum visits		
8.9 Theatre, concert visits		
8.10 Plant tours		

8.11 Other		
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Subtotal Supporting Programmes		
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9. Catering

9.1 Convention catering for participants		
9.2 Coffee breaks		
9.3 Supporting programme catering		
9.4 Exhibitor catering		
9.4 Staff catering (if applicable, also assembly/dismantling)		

Subtotal Catering		
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10. Marketing

Advertising		
10.1 Advertising in trade journals		
10.2 Banner placement on specialist websites		
10.3 Posters		
10.4 Advertising at other pre/conventions (flyers...)		
10.5 Other		

Public relations		
10.6 Press releases (online portals etc.)		
10.7 Press conferences (if applicable, room rental etc.)		

Subtotal Marketing		
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11. Other Expenses

11.1 GEMA fees, royalties, licenses		
11.2 Insurance, taxes, KSK, fees		
11.3 Professional fees (accountant, lawyer)		
11.4 Speakers' fees		
11.5 Bank fees, exchange rate differences/protection		
11.6 Goods transport/shipping costs		
11.7 People transfers (bus shuttle, VIP chauffeur service) & parking place rental		
11.8 Information counter at the airport/station		
11.9 Other		

Subtotal Other Expenses		
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12. Trade Exhibition

12.1 Organiser/staff (if applicable, also by PCO)		
12.2 Venue hire		
12.3 Other costs (e.g. cleaning, extra equipment)		
12.4 Hall staff		
12.5 Signposts/signage		
12.6 Printed materials		

12.7 Postage, telephone/fax		
12.8 Other		

Subtotal Trade Exhibition		
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13. Security (for contingencies)

Subtotal Security		
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Total of all expense areas net		
VAT		

TOTAL EXPENSES gross		
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REVENUE	Budget	IST
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1. Participation Fees

1.1 Participation fees (if applicable, various packages)		
1.2 Contributions towards expenses for accompanying programmes		
1.3 Contributions towards expenses for supporting programmes		
1.4 Additional pre/post convention tours		

Subtotal Participation Fees		
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2. Marketing

2.1 Advertisements (e.g. in printed programme, on website)		
2.2 Merchandising		
2.3 Sponsorship		

Subtotal Marketing		
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3. Other Revenue

3.1 Public grants/subsidies		
3.2 Exhibitor/stand fees		
3.3 Corporate donations (beyond sponsorship)		
3.4 Other		

Total of all revenue areas net		
VAT		

TOTAL REVENUE gross		
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¹ calculated costs based on estimates/offers

² final costs as invoiced