



EVENT BUDGET CHECKLIST

Developing a meeting budget is more than putting numbers into a spreadsheet. There are several aspects that need consideration including:

- Noting that Fixed Budget Items are included at the same no matter how many attendees you have (e.g. speaker fees, audio visual equipment, etc.); your quantity will always be "1" of each of these items.
- Variable Budget Items are based on the number of attendees (e.g. sleeping rooms, food and beverage, gifts/giveaways, etc.) and will increase or decrease as attendee numbers change; your quantity will be the anticipated attendee count.
- When determining costs there are many possible additions such as service fees and taxes, set up and tear down labor, shipping and receiving, etc.; don't forget that ALA is here to help as needed.

Things to Include in an Event Budget:

1. Registration and Invitation Costs
2. Venue or Meeting Space Rental
3. Sleeping Rooms
4. Audio Visual and Other Equipment
5. Food & Beverage
6. Speakers and Entertainment
7. On Site Staff Costs
8. Transportation
9. Giveaways/Gifts
10. Miscellaneous (anything unique to your event, not on this list)

ALA has meeting professionals who can assist you with planning your organization's event. Contact us at EventPlanningPlus@alanet.org and a seasoned planner will reach out to help you create a memorable experience.