

# CHECKLIST FOR ESTIMATING A BUDGET FOR YOUR MEETING

---

Below is an example of a checklist to help you estimate the budget you are able to allocate for each of your event's requirements.

As every event is different, this list is not exhaustive.

**ACCOMMODATION:**

- Participants' rooms

Quantity	Unit Price	Total price

**TRANSPORT:**

- Transport to the meeting for participants

--	--	--

**MEETING ROOMS:**

- Plenary room
- Subcommittee rooms
- Reception rooms
- Welcome/registration office


**CATERING:**

- Continental or buffet breakfast
- 3-course lunch or buffet
- Dinner
- Coffee on arrival/morning meeting breaks
- Afternoon meeting breaks


**AUDIOVISUAL and TECHNICAL REQUIREMENTS:**

- Wired or wireless microphones
- Lighting
- Plasma screens
- Projector and Pavlov projector control
- Video projector and large projection screen
- Notepads and pens
- Internet connections
- Session recording
- Equipment setup


**DECOR:**

- Boards and other signs
- Plants and flower arrangements
- Accessories and decorations


**ACTIVITIES:**

- Incentives
- Access to hotel activities (golf, swimming pool, spa etc.)


**OTHER EXPENSES:**

- Car park
- Meeting information documents
- Brochures and other aids (badges etc.)
- Event communication (invitations, emails etc.)
- Document transportation (sending and returning)
- Receptionist
- Meeting host
- Additional transport
- Gifts in rooms/at the end of the meeting
- Luggage assistance


**TOTAL BUDGET**